

South Country Central School District

Town of Brookhaven-County of Suffolk

**Administration Office
189 Dunton Avenue
East Patchogue, New York 11772**

PROJECT SAVE DISTRICT LEVEL PLAN

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**South Country Central School District
East Patchogue, New York**

Project Save District Level Plan

I. General Considerations and Guidelines

South Country Central 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 reports of incidents 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.).

II. Purpose

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

III. Concept of Operations

The South Country Central School District, Save District Level Plan is linked to the individual Project Save Building Level Plans in that it provides the framework for emergency response protocols upon which the Building Level Plans have been developed.

The South Country Central School District Board approved the District-wide School Safety Team on November 15, 2000 with additional members being approved on December 20, 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 the Project Save District Level Plan conforming to the requirements specified in the SAVE legislation
- Drafted the Project Save District Level Plan

- Conducted a Public Hearing on the Project Save District Level Plan in cooperation with the South Country Central School District Administration
- Assured sufficient time for public comment and considered such comment before finalizing the Plan for consideration by the Board
- Coordinated efforts with the Board Policy and the Safety Committees as necessary
- Completed activities in accordance with a implementation timeline, and
- 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 Project Save District Level Plan. The team was divided into three sub-committees for the initial work, with the final plans being reviewed by the entire committee. The team met on January 31, 2001, February 16, 2001, March 27, 2001, April 2, 2001 and April 18, 2001.

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 Project Save Building Level Plan. Upon activation of the School Emergency Response Team, the Building Administrator or designee as delineated in the Project Save Building Level Plan will notify the District Superintendent or designee and if deemed appropriate under the protocols of the Project Save Building Level Plan and the Project Save District Level 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.

IV. Identification of and Charge to the School Safety Planning Team

The School Safety Planning Team drafted a District wide Save Plan for South Country Central School District that conformed to requirements of the relevant provisions of the Safe Schools Against Violence in Education (SAVE) Act. The draft of the Project Save District Level Plan was submitted to the South Country Central School District 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:

Dr. Sam Gergis	Assistant Superintendent for Finance and Management Services
Kerry Carson	Director of Student Support Services
Timothy Hogan	Principal-Bellport High School
Jill Porter	Parent Member
Jonathan Hark	South Country Central School District Health & Safety Officer
Debbie Jones	BTAA-Brookhaven Elementary
Robert McIntyre	Athletic Director-South Country Central School District
Stefanie Rucinski	Principal-Frank P. Long Intermediate School
Anthony Clements	Supervisor of Operations and Maintenance-SCCSD
Trish Gallina	Teacher-Frank P. Long Intermediate School
Daniel Fauvell	Assistant Principal- Bellport High School

Frank Ellis	Maintenance Crew Leader-District Wide
Phyllis Virno	Parent Member (PTA Council)
Nelson Briggs	Assistant Superintendent of Human Resources
Regina Hunt	Board Member
Danielle Skelly	Board Member

V. Plan Review and Public Comment

Project SAVE and the Code of Conduct hearings were conducted on May 23, 2001.
The Project Save Plan was submitted to the New York State Education Department in February 2003.

VI. 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, and
- Inform students of existing youth-run programs, peer mediation programs, conflict resolution and student mentoring programs

South Country Central School District has created a district-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, and
- Each building shall create clear and concise enforceable consequences for all inappropriate behaviors, which follow the Code of Conduct

VII. Training Drills and Exercises

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

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

South Country Central School District recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, South Country Central School District will invite local agencies to participate in and to help evaluate all 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 each building safety team. Following a training, drill, or exercise, participants will be debriefed.

South Country Central School District 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.

VIII. Implementation of School Security

A. Building Safety/Security

South Country Central School District 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 South Country Central School District property. South Country Central School District shall ensure that each facility is physically secure by:

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

South Country Central School District 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. South Country Central School District 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.

South Country Central School District 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), metal detectors (handheld wands), two-way radios, detection alarms, phones (regular/cell phones), and intercom systems.

South Country Central School District shall promote an ongoing assessment of safety and security concerns of students, staff and visitors to maintain a safe learning environment.

B. School Building Hall Monitor

Hall 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 South Country Central School District school buildings. Hall monitors are Responders and teachers, the number of hall monitors and their working hours are determined by building site/population needs. South Country Central School District follows all state mandates.

Duties include:

- Greet visitors and may distribute passes
- Direct hall traffic (check all passes)
- Patrol hallway
- Monitor lavatories
- 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, and
- 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
- Site-specific training (minimum half-day initial training/ongoing/annual refresher) including review of all manuals (e.g. South Country Central School District policies, School Safety Plan, Staff Handbook, etc.)
- Right-to-know training

C. Safety/Security Officer (Responders)

Safety/security officers regularly encounter a wide variety of safety and security related problems as they patrol South Country Central School District buildings and grounds to prevent the endangerment of students, staff, and visitors who lawfully enter South Country Central School District property. Safety/security officers are hired and managed by South Country Central School District. The number of safety/security officers and their working hours are determined by building site/population needs. South Country Central School District follows all state mandates. At the discretion of the building administrator, the duties may include:

- Provide protection for students, staff and visitors
- Enforce South Country Central School District policies (i.e., smoking, weapons)
- 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 hallways
- Patrol lavatories
- Intervene in the event of disturbances and contact appropriate officials
- Restrain persons engaged in disorderly conduct and contact Suffolk County Police Department when necessary
- 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, and
- Perform other duties specific to security purposes as determined by site

Required training and required knowledge shall include:

- State certification (NYS Guard License, first aid, CPR)
- School violence prevention and intervention training, including initial non-violent crisis intervention training (CPI training) and refresher courses
- Site-specific training (minimum half-day initial training/ongoing/annual refresher), including review of all manuals (e.g., South Country Central School District Policies, School Safety Plan, Staff Handbook, etc.)
- Right-to-know training, and
- Blood borne pathogen training

IX. Vital Educational Agency Information

South Country Central School District maintains the following listings regarding Vital Educational Agencies located within the South Country Central School District Supervisory District.

South Country Central School District Building and Staff Locations (see Appendix A)
 School District Enrollment (see Appendix B)

One recognized private school resides in South Country Central School District Supervisory District:
Victory Christian School
1343 Montauk Highway
East Patchogue, NY
(631) 654-9284

X. 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 South Country Central School District students shall receive training on warning signs and symptoms of suicide and violent behavior.

- Staff in need shall be trained in CPI (Crisis Prevention Intervention)
- Retraining shall be made available through South Country Central School District by certified trainers
- Building administrators will coordinate Threat Assessment 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. South Country Central School District shall implement a staff development program in order to assure that staff incorporates 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
- Violence prevention training on regular conference days (RTI)
- 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 South Country Central School District Board Policies related to safety and security
- Knowledge of Project Save District Level & Building Level Plan and specific roles related to plan
- Training in the use of security devices as needed

XI. Dissemination of Information

- Each Project Save 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 as early in the school year as practical
- Review and explanation of policies and procedures for bomb threat drills, intruder 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 South Country Central School District safety culture will continue to be available as part of the Building Level 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

XII. Hazard Identification/Sites of Potential Emergencies

The Project Save District Level Plan requires each building level emergency response 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 (McArthur/Brookhaven)
- Long Island Railroad Facilities (Transfer Station-Route 101/495)
- Highways & Related Thoroughfares
- Hazardous Waste Sites (Brookhaven Landfill)
- Areas prone to natural disasters (South Shore)
- Laboratory Facilities (Brookhaven National Laboratory/Cathness)

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 (**Suffolk County Police Department School Resource Officer-5th Precinct**)

XIII. 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 Project Save Building Level Plan will be utilized to call 9-1-1.

South Country Central 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 Project Save Building Level Plan, specifically addressing threats of violence, armed intruders, hostage/kidnapping, fire and explosion, medical emergencies, natural hazards, system failure and weapons of mass destruction. Each building level emergency response 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 Project Save Building Level 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.

A. Contacting other educational agencies

If a disaster occurs in a South Country Central School District facility, administrator for that facility shall, at the earliest practical opportunity, notify the Superintendent about the disaster providing as much information as possible to help safeguard the students, faculty, staff and visitors. The South Country Central School District Superintendent will then contact all appropriate educational agencies within its supervisory area.

B. 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 South Country Central School District's 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.

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. 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.

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

Each building shall develop a Project Save Building Level Plan and shall provide instruction to students, staff, and visitors to prepare them to respond to disaster and emergency situations in a practical way. It shall be standard operating procedure for staff and students to be familiar with the Project Save Building Level Plan to ensure each individual knows what to do in an emergency and how to do it should the need arise. Project Save Building Level Plan 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 Interagency Incident Management System/Incident Command System
- Coordination of the Project Save Building Level 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, and
- 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 Project Save District Level Plan begins with the adoption of basic preventative measures prior to a crisis. All personnel shall practice these measures on a daily basis.

- 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
- Staff should lock and close the door at all times
- After school begins, all entrances should be locked, except those monitored or where access is controlled, and
- All visitors must report to the Responder station located at the front door or each building to obtain a visitor's pass and check in using the visitor management tool of Scholarchip. All visitor passes must be returned to the Responder station at the end of the visit

All South Country Central School District employees have been trained in appropriate responses to emergencies including but not limited to bomb threats, hostage taking, intrusions and kidnapping via instruction in the Districts Multi-Hazard Response Plan. The Multi-Hazard Response Plan included as Appendix F in this document, includes 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 South Country Central School District student population. Alternatively, student incidents will be handled on a case-by-case basis.

A. Emergency Assistance from Local Government

Depending on the nature of the emergency, South Country Central School District may need to obtain assistance from local government agencies. During an emergency, South Country Central School District 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, and religious organizations, among others. These contacts will be clearly delineated in the Project Save Building Level Plans. The 2003 Emergency Management Directory will be utilized and is included in Appendix D.

B. Advice and Assistance from Local Government Officials

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 631-852-1600 and the Suffolk County Emergency Management Office 631-852-4900.

C. District Resources Available for Use in an Emergency

Crisis Kits

Each building has at least one crisis kit located in the principal's office with a second kit (if deemed necessary) located at a location specified by the Building Safety Team.

Equipment:

- Megaphone and whistle
- First Aid Kit (small)
- Plastic gloves (large box)
- Neon vest for incident commander
- Barricade tape
- Flashlight and batteries
- Duct tape
- Plastic garbage bags
- Swiss army knife
- Nametags
- Pens/waterproof markers/paper
- Waterproof duffle bag (to hold these items)

Information:

- Binders with School Safety Plan
- South Country Central School District telephone directory
- Floor plans (including shut-offs)
- School yearbook

Vehicles

See Appendix C.

Other Equipment

Standard building and grounds maintenance equipment is located in the custodial office of each building.

D. Coordination of District Resources and Manpower

A South Country Central School District-wide Support Team will be available when necessary to assist all school buildings in their response efforts. This team will be composed of:

- District Superintendent-Dr. Joseph Giani
- Assistant Superintendent for Finance and Management Services-Dr. Sam Gergis
- Assistant Superintendent for Personnel and General Administration-Nelson C. Briggs
- Assistant Superintendent for Curriculum Instruction and Accountability-Dr. Cheriese Pemberton
- Director of Student Support Services-Kerry Carson
- Supervisor of Operations and Maintenance-Anthony Clements
- Network Systems Administrator-Scott Warmbrand

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

XVI. Protective Action Options

To account for the variable character of disaster emergencies and the extent of advance warning, there are four 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, and General Shelter.

A. Cancellation Prior to the Start of School

The Superintendent 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 radio and television stations and other appropriate procedures. Each building shall establish and implement a telephone notification chain for staff. As a general statement, staff is expected to report for service, as usual, unless specifically relieved via the telephone notification chain and/or Connect Ed Notification System.

B. General 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:

- Upon notification to evacuate, students, staff, and visitors are to immediately leave their building according to the fire exit plan posted near each door, or as directed
- Students, staff, and visitors are to proceed to the right of the corridor in single file with minimum talking
- Students and staff are to remain together in designated areas outside the building. Staff members are responsible for supervision of students and taking attendance, in order to be certain that all students have left the building
- If evacuation is to be extended, follow *General Shelter Plan* (see D below)

- Each building will determine the location of their Incident Command Center

C. General Go-Home Plan/Early Dismissal

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

- Students shall remain in their classrooms until called for bus loading. Classroom instruction should be continued whenever possible
- When appropriate, contact shall be made with parent/legal guardian or emergency drop off address to certify that an adult will be at home to receive the child
- Teachers and administrators shall assist in bus loading. Before any bus is permitted to leave, a check shall be done to see that all students designated to ride the bus are aboard
- Staff shall remain in the building until dismissed by an administrator. Upon leaving, all doors are to be closed and lights extinguished. Administrators shall be responsible for the final building check before leaving and locking doors
- In some instances, this procedure may result in delays before students reach their homes. Therefore, it might become necessary to implement the *General Shelter Plan*. (see D below)

D. General Shelter Plan

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:

a. Take Cover

- In the event of imminent danger due to natural or man-made disasters, students, staff, and visitors should be notified to “Take Cover”.
- Students, staff, and visitors will move to the main corridor outside the classroom. Classroom doors are to be closed.
- If conditions deteriorate, follow “In Building Shelter” procedures (see b next page)

b. In-Building Shelter (Safe Areas)

Each building shall determine Designated Safe Areas to be used for shelter when conditions allow the safe movement of students, staff, and visitors through the building.

c. Off-Campus Shelter Sites

This plan shall be used when it becomes necessary to move students, staff, and visitors off campus completely and immediately.

- Upon notification to evacuate, students, staff, and visitors shall immediately leave their building according to the fire drill exit plan posted near each door, or as directed
- Staff shall lead their students to a location determined by the building administrator

- Buildings should make prior arrangements with area hotels, motels, firehouses, churches, theaters, halls, etc. to serve as Designated Off-Campus Shelter Sites in the event indoor shelter is required. Additional housing is available through the American Red Cross Program

E. Evacuation of Disabled Students, Staff, and Visitors

Each Project Save Building Level 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 Project Save Building Level Plan.

F. Evacuation Areas

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

G. Weather Conditions and Evacuation

The possibility always exists that students and staff may have to evacuate a building during inclement weather conditions. The Project Save Building Level Plan 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.

H. 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.

XVII. Recovery

A. School District Support for Buildings:

The School Building Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel, as required by the nature of the emergency. County, 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 the school community in coping with the aftermath of a violent incident.

B. 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

C. DISTRICT –WIDE DIASTER SUPPORT TEAM:

South Country Central School District:

Name	Title/Office	Phone
Dr. Joseph. Giani	Superintendent Of Schools	(631) 730-1503/1510
Nelson Briggs	Human Resources	(631) 730-1531/1530
Dr. Sam Gergis	Business Office	(631) 730-1521/1520

Suffolk County

Agency/Department	Office	Phone
Fire, Rescue & Emergency Services	Commissioner's Office	631-852-4851
	(Nights, Weekends, Holidays)	631-852-4815
	Emergency Preparedness Office	631-852-4900
Health Services	Information & Referrals (Days)	631-854-0333
	(Nights, Weekends, Holidays)	631-852-4820
	Poison Control	800-222-1222
Environmental Health Services	Administration	631-852-5800
	(Nights, Weekends, Holidays)	631-853-5555
Public Health	Administration	631-854-0333
	Environmental Protection	631-853-3074
Police	Headquarters	631-852-6000
	Local Precinct	911
Public Works	General Information	631-852-4000
	Main Office	631-852-4010
	(Nights, Weekends, Holidays)	631-852-4256
General Information County		631-853-5593
Division of Mental Hygiene	Community Response Team Neal Fenton	631-853-8500

New York State

Agency/Department	Office	Phone
Environmental Conservation	Regional Office	631-444-0203
	Hazardous Waste Enforcement 24-Hour Emergency Spill Hotline	1-800-457-7362
Health Department	Environmental Health Information	518-402-7500
Labor Department	Safety & Health Regional Office	518-457-1255
Emergency Management Office		631-852-4922

Federal

Agency/Department	Office	Phone
Federal Emergency	Management Agency (24 Hours) On Scene Coordination	1-800-621-3362
Occupational Safety & Health		516-334-3344
	Emergency Number	1-800-321-6742
Energy Department	Emergency Radiological Assistance	202-586-5000
Public Affairs Office		212-37-2319

D. BUILDING LEVEL RESPONSE TEAMS:

Bellport High School	Name	Phone
Principal	Tim Hogan	(631) 730-1620
Secretary	Patty Garofola	(631) 730-1577
Asst. Principal	Erika Della Rosa	(631) 730-1619
Asst. Principal	Reinaldo Latorre	(631) 730-1588
Asst. Principal	Heather Giacomini	(631) 730-1679
Asst. Principal	Daniel Fauvell	(631) 730-1600
Nurses Office	Laura Scalise	(631) 730-1580
Chief Custodian	Tomas Ellis	(631) 730-1623
Athletic Director	Robert McIntyre	(631) 730-1596
Security	Waverly Busby	(631) 901-8029
East End Bus Co.	John Mensch	(631) 345-9600

Bellport Middle School	Name	Phone
Principal	Dr. Jamal Colson	(631) 730-1648
Principals Secretary	Rose Yovino	(631) 730-1627
Asst. Principal	John Frankie	(631) 730-1796
Asst. Principal	Lisa Zaccaro	(631) 730-1630
Asst. Principal	Joseph Watson	(631) 730-1640
Psychologist	Jonathan O'Leary	(631) 730-1795
East End Bus Co.	John Mensch	(631) 345-9600
School Nurse	Jennifer Baumann	(631) 730-1633
Chief Custodian	John Delaney	(631) 730-1647
Security Guard	Waverly Busby	(631) 901-8029
Guidance Counselor	Justin Arini	(631) 730-1578

Frank P. Long School	Name	Phone
Principal	Stefanie Rucinski	(631) 730-1748
Asst. Principal	Alicia Ulberg	(631) 730-1747
Secretary/Clerical	Elizabeth Driscoll	(631) 730-1726
Psychologist	Dr. Rachael LeRoux	(631) 730-1743
Social Worker	Kimberly Narciso	(631) 730-1741
Social Worker	Jennifer Fassino	(631) 730-1742
School Nurse	Kerry Mccoy	(631) 730-1736
Security	Waverly Busby	(631) 901-8029
Head Custodian	William Kobel	(631) 730-1746
Teacher	Patricia Gallina	(631) 730-1725

Brookhaven Annex	Name	Phone
Director	Kerry Carson	(631) 730-1788
Secretary	Carol Seidman	(631) 730-1787
Asst. Director	Laurie O'Hara	(631) 730-1789
Transportation	East End Bus Co	(631) 345-9600
Custodian	Sal Civitello	(631) 730-1722
Psychologist	Lorrie Barry	(631) 730-1784

Brookhaven School	Name	Phone
Principal	Dr. Raymond	(631) 730-1723
Asst. Principal	Rosa Kalomiris	(631) 730-1720
Psychologist	Stacy Weber	(631) 730-1707
School Nurse	Paula Tirelli	(631) 730-1710
Social Worker	Kate Cappola	(631) 730-1709
Secretary	Linda Majowka	(631) 730-1718
Secretary	Maria Rugolo	(631) 730-1702
Head Custodian	Sal Civitello	(631)730-1722
Security Guard	Waverly Busby	(631) 901-8029
ESL Teacher	Jessica Weinberg	(631) 730-1700

Verne W. Critz School	Name	Phone
Principal	Mandy Mazziotti	(631) 730-1698/1675
Social Worker	Jennifer Andreadopoulos	(631) 730-1696
Psychologist	Dr. Emanuel Kostakos	(631) 730-1695/1675
Secretary	Jennifer Rothe	(631) 730-1676/1675
School Nurse	Karen Edmondson	(631) 730-1690
P.E Teacher	William Champlin	(631) 730-1675
Reading Teacher	Maria Waldeck	(631) 730-1675
Secretary	Melinda Link	(631) 730-1677
Security Guard	Waverly Busby	(631) 901-8029

Kreamer Street School	Name	Phone
Principal	Sean Clark	(631) 730-1673
School Nurse	Carol Rooney	(631) 730-1652
Head Custodian	Mike Buxenbaum	(631) 730-1672
Secretary	Victoria Batchelor	(631) 730-1651
Secretary	Allyson Murphy	(631) 730-1653
Social Worker	Ida Timmons	(631) 730-1665
Psychologist	Sue Smith-Alpert	(631) 730-1666
Security Guard	Waverly Busby	(631) 901-8029

APPENDIX A

SOUTH COUNTRY CENTRAL SCHOOL DISTRICT BUILDING AND STAFF LOCATIONS

Bellport High School – 205 Beaver Dam Rd. Brookhaven N.Y. 11719

Bellport Middle School – 35 Kreamer St. Bellport N.Y. 11773

Frank P. Long Intermediate School – 599 Brookhaven Ave. Bellport N.Y. 11773

Brookhaven Elementary School – 101 Fireplace Neck Rd. Brookhaven N.Y. 11719

Verne W. Critz Elementary School – 185 Dunton Ave. E. Patchogue N.Y. 11772

Kreamer St. Elementary School – 37 Kreamer St. Bellport N.Y. 11773

APPENDIX B

ENROLLMENT REPORT

School Enrollment

Brookhaven Elementary School			
Grade	Students Per Grade	Sections	Avg. Class Size
Pre-K	63	6	10.5
K	127	7	18.1
1	113	7	16.1
2	109	7	15.6
3	119	7	17.0
S/C 15:1	2nd=4 3rd=6	1	10.0

Kreamer Street Elementary School			
Grade	Students Per Grade	Sections	Avg. Class Size
K	87	4	21.8
1	100	5	20
2	93	4	23.3
3	82	4	20.5
S/C 8:1:3	k = 5 1st = 0	1	5.0
S/C 8:1:3	1st=4 2nd=2 3rd=0	1	4.0
Life Skills 12:1:1	K= 1 1st= 1 2nd= 3 3rd= 1	1	6.0

Verne W. Critz Elementary School			
Grade	Students Per Grade	Sections	Avg. Class Size
K	62	4	15.5
1	92	4	23.0
2	67	4	16.8
3	81	4	20.3
S/C 12:1	K= 6 1st= 1	1	7.0
S/C 12:1	1st= 4 2nd = 3	1	7.0

District Totals

Primary Student & Section Totals		
Primary Grades	Students Per Grade	Section
K	276	15
1	305	16
2	269	15
3	282	15
S/C	92	13

All School Totals		
Totals K - 12	12/1/2018	11/1/2018
Brook	468	469
Kreamer	362	360
Verne Critz	302	305
F.P. Long	615	615
Middle	1015	1008
High	1326	1331
Total K-12	4088	4088

Special Education Out of District Placement Totals		
	12/1/2018	11/1/2018
		8
BOCES	52	54
Public	1	1
Private	10	9
Residential	9	9
Home Bound	3	3
Total Out of District	75	76

S/C 12:1	1st= 7 2nd = 0	1	7.0
S/C 12:1	3rd= 7	1	7.0

Frank P. Long Intermediate School			
Grade	Students Per Grade	Sections	Avg. Class Size
4	292	13	22.5
5	323	13	24.8
S/C 15:1	4th =11	1	6.0
S/C 15:1	5th= 7	1	7.0
S/C 15:1	5th= 7	1	7.0
Life Skills	4th= 4 5th=4	1	8.0
S/C 12:1:2	4th= 4 5th= 0	1	2.0

Bellport Middle School			
Grade	Students Per Grade	Sections	Avg. Class Size
6	331	15	22.1
7	348	n/a	n/a
8	336	n/a	n/a

Bellport High School	
Grade	Students Per Grade
9	331
10	349
11	300
12	346

Total Enrollment		
K - 12	12/1/2018	11/1/2018
K - 12	4163	4164

UPK Totals		
Totals Pre-k	12/1/2018	11/1/2018
Brookhaven	63	63
CBO/BUMC	30	30
Head Start	20	20
Total UPK	113	113

Other District Totals (Special Education & Gen-Ed) (These totals do not change enrollment totals)		
	12/1/2018	11/1/2018
Homeless	96	96
CPSE*	69	65
Charter Schools*	25	25

* Students not included in enrollment numbers

APPENDIX C

VEHICLE REGISTRATION LIST

South Country CSD
 189 North Dunton Avenue
 East Patchogue, NY 11772



Policy Number: CAPSOC001
 Effective Date: 07/01/2017
 Expiration Date: 07/01/2018

NYSIR SCHEDULE OF VEHICLES

Seq.#	Vehicle Key	Class	Year	Make	Model	VIN	Full Glass	Rent Reimb	Tow Labor	Cost New	Comp Ded.	Coll Ded.	Annual Premium
Garage Location: 1 189 North Dunton Avenue													
1	47	07398	1995	Chevrolet	Lumina	261WL52M1S9299742	No	Yes	Yes	\$11,000	\$250	\$500	\$816
2	53	01499	1996	Chevrolet	Pickup	1GCHC34RITE227810	No	No	No	\$16,000	\$250	\$500	\$946
3	60	01499	1995	Ford	Pickup	1FTHF26H6SLA12259	No	No	No	\$0			\$816
4	64	01499	2000	Ford	Suburban	1FMNE31S1YHA43974	No	No	No	\$17,795	\$250	\$500	\$946
5	68	07398	2008	Chevy	Tahoe	1GNFK13088J220425	No	Yes	Yes	\$35,505	\$250	\$500	\$964
6	75	01499	2011	Chevy	Silverado	1GC3KZCG9BF157479	No	No	No	\$35,768	\$250	\$500	\$1,044
7	76	01499	2011	Chevy	Silverado	1GC3KZCG6BF157505	No	No	No	\$35,758	\$250	\$500	\$1,044
8	77	01499	1998	GMC	Truck	1GBJK34R3WF047431	No	No	No	\$22,000	\$250	\$500	\$970
9	79	01499	2013	Chevy	Silverado	1GC3KZCG9DF139308	No	No	No	\$33,297	\$250	\$500	\$1,080
10	80	01499	1994	Ford	F250	1FTHF26H2RNB29979	No	No	No	\$15,806	\$250	\$500	\$946
11	84	01479	2014	Chevrolet	Silverado Dump	1GB3KZCG5EF140624	No	No	No	\$44,434	\$250	\$500	\$1,266
12	85	01499	1999	Ford	F800	3FENF80CXXMA00261	No	No	No	\$15,000	\$250	\$500	\$913
13	86	01499	2016	Chevrolet	Express Van	1GCZGGFF8G1337639	No	No	No	\$24,480	\$250	\$500	\$1,056
14	87	01499	2016	Chevrolet	Express Van	1GCWGAFF5G1338473	No	No	No	\$38,627	\$250	\$500	\$1,169
15	88	01499	2017	Chevrolet	Colorado	1GCGTBEN3H1140667	No	No	No	\$29,365	\$250	\$500	\$1,169
16	89	07398	2001	Chevy	Tahoe	1GNEK13T11J229737	No	Yes	Yes	\$18,000	\$250	\$500	\$852
17	90	01499	2017	Chevrolet	Colorado	1GCGTBENXH1234433	No	No	No	\$30,881	\$250	\$500	\$1,169
18	91	01499	1987	Ford	Van	1FDKE37H0HHA79721	No	No	No	\$0			\$816
19	92	01499	2018	Chevrolet	Equinox	2GNAXREV0J6199849	No	No	No	\$23,911	\$250	\$500	\$1,056

APPENDIX D

DEPARTMENT OF FIRE, RESCUE & EMERGENCY SERVICES EMERGENCY MANAGEMENT DIRECTORY

<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>ADDRESS</u>
South Country Ambulance	Greg Miglino, Chief	5 Cottage Place Bellport, New York 11713 (631) 286-0300
NYS Police Troop "L" Headquarters		7140 Republic Airport Farmingdale, NY 11735 (631) 756-3300
SCPD, 5 th Precinct	Inspector Silva	125 Waverly Avenue Patchogue, New York 11772 (631) 854-8508
Bellport Fire Department	Chief Anthony Pino	161 Main Street Bellport, New York 11713 (631) 286-0273
Brookhaven Fire Department	Chief Thomas Connors	2486 Montauk Highway Brookhaven, NY 11719 (631) 286-0282
Hagerman Fire Department	Chief John Mahoney	510 Oakdale Avenue East Patchogue, NY 11772 (631) 654-2790

AGENCIES WHERE BUILDING LEVEL PLANS ARE FILED

<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>ADDRESS</u>
NYS Education Dept. Health & Pupil Services		Room 318 M – EB Washington Avenue Albany, New York 12234 (518) 486-6090
South Country Ambulance	Greg Miglino, Chief	5 Cottage Place Bellport, New York 11713 (631) 286-0300
NYS Police Troop “L” Headquarters		7140 Republic Airport Farmingdale, NY 11735 (631) 756-3300
SCPD, 5 th Precinct	Inspector Silva	125 Waverly Avenue Patchogue, New York 11772 (631) 854-8508
Bellport Fire Department	Chief Anthony Pino	161 Main Street Bellport, New York 11713 (631) 286-0273
Brookhaven Fire Department	Chief Thomas Connors	2486 Montauk Highway Brookhaven, NY 11719 (631) 286-0282
Hagerman Fire Department	Chief John Mahoney	510 Oakdale Avenue East Patchogue, NY 11772 (631) 654-2790

APPENDIX F

MULTI-HAZARD RESPONSE PLAN

As per local, county and state emergency response teams who upon arrival to an incident will take command at the established command center.

Suffolk County Police Department