



NORTHSHORE SCHOOLS

Discovering Your Dreams

NORTH SHORE

SCHOOL DISTRICT

DISTRICT-WIDE SAFETY & EMERGENCY

MANAGEMENT PLAN 2021-2022

UPDATED: MARCH 2021

BOARD APPROVED AUGUST 19, 2021

TABLE OF CONTENTS

SECTION I – GENERAL CONSIDERATIONS AND PLANNING GUIDELINES	3
PURPOSE	3
IDENTIFICATION OF SCHOOL TEAMS	4
CONCEPT OF OPERATIONS	8
PLAN REVIEW AND PUBLIC COMMENT	9
SECTION II – RISK REDUCTION/PREVENTION AND INTERVENTION	10
PREVENTION AND INTERVENTION STRATEGIES	10
IMPROVING COMMUNICATION WITH STUDENTS	11
REPORTING THREATS OR ACTS OF VIOLENCE	13
TRAINING, DRILLS, AND EXERCISES	13
STAFF DEVELOPMENT TRAINING	14
PROACTIVE BUILDING SECURITY MEASURES	15
VITAL EDUCATIONAL INFORMATION	15
EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR	15
HAZARD IDENTIFICATION	17
SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING	18
SECTION III - RESPONSE	20
NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMM.)	20
SITUATIONAL RESPONSES	21
MULTI-HAZARD RESPONSE	21
RESPONSE PROTOCOLS	21
RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE	23
RESPONSES TO ACTS OF VIOLENCE	24
STATE DISASTER EMERGENCY INVOLVING COMMUNICABLE DISEASE	25
DISTRICT EMERGENCY RESOURCES	28
INCIDENT COMMAND SYSTEM	29
SECTION IV - COMMUNICATION WITH OTHERS	31
OBTAINING ASSISTANCE DURING EMERGENCIES	31
OBTAINING ASSISTANCE FROM GOVERNMENT OFFICIALS	31
CONTACTING PARENTS AND GUARDIANS	32

SECTION V - RECOVERY	33
CONTINUITY OF OPERATIONS	33
CONTINUITY OF INSTRUCTION	33
DISTRICT SUPPORT FOR BUILDINGS	33
DISASTER MENTAL HEALTH SERVICES	34

APPENDIX

APPENDIX 1	LISTING OF SCHOOL BUILDINGS	35
APPENDIX 2	BUILDING-LEVEL EMERGENCY RESPONSE PLANS	36
APPENDIX 3	MEMORANDA OF UNDERSTANDING	37
APPENDIX 4	DISTRICT RESOURCES – CONTACT INFORMATION	38
APPENDIX 5	SECTION 155.17 REGULATION COMPLIANCE REFERENCE	39

PURPOSE

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events. Emergency management is the discipline of dealing with and avoiding risks. It is a discipline that involves preparing for an emergency situation or disaster before it occurs as well as supporting and rebuilding from the emergency after natural or human-made disasters have occurred.

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manages hazards in an effort to avoid or mitigate the impact of disasters resulting from hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The district-wide plan is responsive to the needs of all schools in the District and is consistent with the more detailed school emergency plans required at the building level. Districts are vulnerable to a wide variety of acts of violence; and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The North Shore School District supports the S.A.V.E. legislation. As such, the Superintendent of Schools, Board of Education, and the entire District staff encourages and advocates on-going district-wide cooperation in support of Project S.A.V.E.

SUPERINTENDENT’S DIRECTIVE

The Superintendent will serve as the District’s Chief Emergency Officer (CEO)¹ whose duties shall include, but not be limited to:²

¹ 155.17(1)(c)(xix) the designation of the superintendent, or superintendent’s designee, as the district chief emergency officer whose duties shall include, but not be limited to:

² 155.17(1)(c)(xix) the designation of the superintendent, or superintendent’s designee, as the district chief emergency officer whose duties shall include, but not be limited to:

1. coordination of the communication between school staff, law enforcement, and other first responders³
2. leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans⁴
3. ensuring staff understanding of the district-wide school safety plan⁵
4. ensuring the completion and yearly update of building-level emergency response plans for each school building⁶ The CEO will require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.
5. assisting in the selection of security related technology and development of procedures for the use of such technology⁷
6. coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan⁸
7. ensuring the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807⁹
8. ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner
9. ensures protocols for responding to a declared state disaster emergency involving a communicable disease are substantially consistent with provisions of 27-C of the Labor Laws.

IDENTIFICATION OF SCHOOL TEAMS

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13). At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for emergency management within the District¹⁰. The Safety Team shall include, but is not limited to, representatives of the school board,

³ 155.17(c)(1)(xix)(a) coordination of the communication between school staff, law enforcement, and other first responders;

⁴ 155.17(c)(1)(xix)(b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans

⁵ 155.17(c)(1)(xix)(c) ensure staff understanding of the district-wide school safety plan

⁶ 155.17(c)(1)(xix)(d) ensure the completion and yearly update of building-level emergency response plans for each school building

⁷ 155.17(c)(1)(xix)(e) assist in the selection of security related technology and development of procedures for the use of such technology

⁸ 155.17(c)(1)(xix)(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan

⁹ 155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807

¹⁰ 155.17(c)(14) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors.

teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors. At the discretion of the board of education, a student may be allowed to participate on the safety team, however, no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

The duties of the team shall include the development, review, and update of the District-wide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Teams at each school as necessary.
5. Meet as needed with the District's Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District's Emergency Management Plan.
7. Conduct all other business as deemed necessary.

District Safety Team:¹¹

Members listed here may be removed from the “additional emergency numbers” table

TITLE	NAME	OFFICE PHONE
School Superintendent	Dr. Thomas Dolan	516-277-7801
Assistant Superintendent of Business	Olivia Buatsi	516-277-7815
Director of Facilities (Chair)	John Hall	516-277-7835
Security Coordinator	John Ahern	516-277-7852
Board of Education	Sara Jones	516-277-7800
Board of Education	Rich Galati	516-277-7800
Community Parent Representative	Lisa Vizza	516-277-7800
High School Principal	Eric Contreras	516-277-7001
High School Assist. Principal	Dr. Kevin Kurrus	516-277-7002
High School Interim Assist. Principal	Maram Mabrouk	516-277-7002
High School Head Custodian	Jerry Boertzel	516-277-7094
Middle School Interim Principal	Jennifer Imperiale	516-277-7301
Middle School Assist. Principal	Brendan Nelson	516-277-7302
Middle School Acting Head Custodian	Bal Bawant	516-277-7341
Sea Cliff Principal	Jeanette Wojcik	516-277-7501
Sea Cliff Head Custodian	Doug Arena	516-277-7530

11

District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or another governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

Sea Cliff PE Teacher	Megan McCormick	516-277-7515
Glenwood Landing Principal	Bridget Finder	516-277-7601
Glenwood Landing Acting Head Custodian	Alfredo Montero	516-277-7632
Glenwood Landing Elementary PE Teacher	Stephanie Donnelly	516-277-7615
Glen Head Principal	Dr. Peter Rufa	516-277-7701
Glen Head Head Custodian	Bob Kemp	516-277-7728
Director of Transportation	Michelle Hall	516-277-7930
NYSIR Representative	Michael Drance	516-750-9378
North Shore Bus Driver	Clifford Sinenberg	516-277-7930
Middle School Nurse/Nurse Rep	Jean Burkel-Betzios	516-277-7310
NCPD POP Officers	Joe Altieri Kirsten Lorenzo Eddie Vilchez	516-573-6670
NCPD/Homeland Security	Steven Krukowski	516-573-9788
Glen Head Teacher	Jane Launer	
Glen Head Parent Representative	Meg Shedlick	
High School Parent Representative	Loraine O'Sullivan	
High School Parent Representative	Cindy Ayres	
Middle School Parent Rep	Pooja Vira	
Middle School Parent Rep	Gloria Schaefer	
Glenwood Landing Parent Rep	Carla Romero	
Glenwood Landing Parent Rep	AnnaCarin Jansson-Tirino	
Sea Cliff Elementary Parent Rep	Lisa Cashman	
Sea Cliff Elementary Parent Rep	Grant Kletter	
Adult Education Representative	Samantha Gesuele	516-277-7048

SGO/Student Representative	Gillian Neos	
BOCES Health and Safety Manager	Peter LaDuca	516-396-2387

CONCEPTS OF OPERATION

1. The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school. Protocols developed in the District-wide School Safety and Emergency Management Plan will guide the development and implementation of Building-level Emergency Response Plans.
2. All District building plans have been standardized to the extent possible so that leadership decisions are consistent and leaders may be interchangeable as necessary. The training and expectations set at the district level are applicable to all building team members.
3. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Emergency Response Team.
4. Once the Superintendent and/or his/her designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team and reviewed annually on or before September 1st of each year. A copy of the plan will be available at the District office and on the District website.
2. Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of the Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a.
3. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1st of each year or within 30 days of adoption.

4. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(xiii). This plan will be made available for public comment at least 30 days prior to its adoption.
5. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by October 1st of each year or within 30 days of adoption.

SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

PREVENTION AND INTERVENTION STRATEGIES

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents.

1. Any utilized school safety officers and other security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
 - Emergency Responders
 - Regional BOCES
 - District Consultants

2. Training for school staff working in an incident control capacity may include:
 - a. Individual and group de-escalation techniques
 - b. Non-violent conflict resolution skills and
 - c. Peer Mediation and Youth Court
 - d. Before school and extended day and other school safety programs

3. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has some staff trained in nonviolent conflict resolution.

4. Training is available during staff development sessions, on conference days and via on-demand web-based training modules. .

5. Procedures relating to building security including utilization of staff and security equipment are as follows:¹²
 1. All authorized staff members are expected to carry their classroom/office keys/swipe cards at all times.
 2. All Security staff will wear a uniform that is easily recognizable.
 3. All staff members are expected to wear District-issued photo identification badges.
 4. Each teacher/staff member who occupies a room or area must scan the room or area upon first entering. The principal or a designee should be notified immediately if anything looks suspicious.
 5. After the designated start time of the school day, each school will be appropriately secured.
 6. All visitors must report to each building's designated single point of entry before proceeding further into the building.
 7. Visitors must present photo identification which is then scanned into the Visitor Management System.
 8. All contractors assigned to work in any building must first be authorized by the Facilities Department to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by the Facilities Dept., prior to delivery.

¹² 155.17(c)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible. Security measures include:

- a. Security personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Portable Radios
- e. Alarm Systems
- f. Keypad or swipe entry systems
- g. Single or limited points of entry

IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs include peer mediation, bullying prevention, conflict resolution, social skills development, anger management and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with guidance counselors, social workers, and school psychologists.

Each building has established a mechanism for the anonymous reporting of school violence and harassment and has communicated this to students and parents.¹³

The school district's Code of Conduct which is mailed to parents and disseminated to all students in the beginning of the school year during an assembly program, addresses bullying, violence and harassment and their consequences.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct.

In addition, each school has a wide range of programs that impact school safety. The District has a character education program that complies with Project S.A.V.E. The following programs are offered throughout the District and grade levels:

Programs:

- Non-violent conflict resolution practices utilized by social workers guidance counselors & building administration.
- Peer mediation practices.
- Before school and extended day and other school safety programs.
- Youth-run programs.
- Buddy Club Program

¹³ 155.17(c)(1)(xvi) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth- run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;

- Support students concerned with bullying/violence.
- We have established an anonymous reporting process for school violence.
- 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.
- Safety Stations have been established throughout all school buildings.
- The Fire Department conducts annual training in all school buildings.
- The School District participates in the Adopt-A-Cop program.
- The Safety Patrol program.
- We have implemented PBIS (Positive Behavior Intervention System).
- Banana Splits
- Workshops about Anti-Bullying
- Social Work Outreach
- Anti-Bullying Policy & Initiatives
- Domestic Violence Coalition
- Coalition for a Drug Free North Shore (and website)
- First Annual Parent University
- Dr. Stephen Dewey's presentation on substance abuse
- The PTA's do usually present 1 or 2 presentations a year.
- Choices and Consequences presentation
- Peer leaders, peer educators and other clubs
- Grade level assemblies at the beginning of the year school safety, policies, & protocols.
- Presentation by Homeland Security on School Safety to all students & staff

REPORTING THREATS OR ACTS OF VIOLENCE

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members.
- Each school has designated a reporting process, which can be done anonymously.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.
- District will utilize an anonymous reporting application to receive information.
- District will utilize any legislation available to keep students safe.

TRAINING, DRILLS AND EXERCISES

DRILLS AND EXERCISES:¹⁴

The District will conduct emergency management drills and exercises annually including, but not limited to:

FIRE AND LOCKDOWN DRILLS: Fire and Lockdown Drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Eight of all such drills shall be fire evacuation drills. Four of all such required drills shall be lockdown drills. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.

¹⁴ 155.17(c)(1)(xiv) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;

EARLY DISMISSAL DRILL¹⁵: The District will conduct an Early Dismissal drill annually wherein students are dismissed early from each school. Parents will be notified of these drills well in advance. Transportation Officials and District staff may also take place in conducting and evaluation of this drill.

SHELTER-IN-PLACE DRILLS: Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

In addition to post-drill debriefings conducted by each building-level emergency response team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review.

STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15th of each school year or within 30 days of joining the district. This training will be conducted at a staff development day in August, online or a combination of both.¹⁶

The District will provide advanced training for each Building-level Emergency Response Team (BERT) and District-wide Safety Team annually. The training will include practices and procedures to educate, evaluate, update and review all Emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter-In-Place, Early Dismissal and Fire. The District may involve local emergency responders as well to participate in this training.

Additional training may include but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution
- Emergency response team training
- Stop the Bleed (Voluntary)
- Erase Racism training

¹⁵ 155.17(c)(2)(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

¹⁶ 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

PROACTIVE BUILDING SECURITY MEASURES

1. The District buildings use a limited points of entry system. All doors are locked. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors are controlled by remote “buzzer” entry during normal school hours.
2. All schools have security aids just inside the entrance to each school in the District. These security aids ensure visitor sign-in procedures and help supervise building traffic flow. The security aids are under the supervision of the building principals as well as the district safety and security coordinator.
3. Staff members are required to wear visible identification badges.
4. Visitors are required to present a driver's license which is scanned into the Visitor Management System. Visitors will receive an identification badge which must be worn at all times.
5. Visitor access is limited to specific areas of the school building.

VITAL EDUCATIONAL INFORMATION¹⁷

Information on each building’s student and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan.

EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR¹⁸

This section contains the District policy and procedure for disseminating information regarding early detection of potentially dangerous behavior.

1. A summary of the District’s Code of Conduct is provided to all students in the District at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for bullying, violence, and harassment.
2. A “plain language” summary of the Code of Conduct is mailed or emailed to all parents/guardians of students in the District at the start of each school year, and is disseminated at the time of registration thereafter.

¹⁷ 155.17(c)(2)(h)(3)(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

¹⁸ 155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors, to teachers, administrators, school personnel including bus drivers and monitors, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;

3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Child Study Teams or their equivalents meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians and students are involved in this process.
5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
7. Each of the District's school psychologists/social workers facilitates counseling groups for identified students around issues related to poor social skills development, anger management, and good decision-making.
8. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.
9. The District works in collaboration with building-level and District-wide PTAs to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.

POLICE AGENCIES

The District buildings fall within the jurisdiction of the following police departments:

<u>Agency</u>	<u>Phone Number</u>
Nassau County Police Headquarters	516-573-7000
Nassau County Police 6th Precinct	516-573-6600
New York State Police	914-769-2600

HAZARD IDENTIFICATION

IDENTIFICATION OF POTENTIALLY DANGEROUS OR HAZARDOUS SITES:

Each school will identify and locate areas of potential emergencies in and around its building. The Director of Facilities and building custodians will locate these sites.

- These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
- These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
- Potentially dangerous sites indicated below (***Sites indicated that are contained within school district property and under the jurisdiction of the school district**) that are contained within school property and under the jurisdiction of the school district, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
 - National Grid Glenwood Landing Energy Center
 - National Grid Seasonal Propane Site
 - Chemical storage- Herb hill Road and Charles Street Fuel Oil Tank Storage
 - Global Glenwood Landing Fuel Terminal
 - Old Lundy Factory Site
 - Toxic Waste- Shore Road pass bend towards Swan Club
 - Photocircuits Corp. in Glen Cove
 - Commander Terminals L.L.C., in Oyster Bay
 - Port Washington Landfill: West Shore Road, Port Washington
 - Syosset Landfill: Miller Place, Oyster Bay
 - Railroad Crossings: LIRR Oyster Bay Line with stops at: Glen Cove-Glen Street-Sea Cliff-Glen Head Stations.
 - Electrical panels/shut-offs
 - Gas lines/shut-off
 - Gas appliances
 - *Heating plant
 - *Sewage system
 - Structural failure
 - *HVAC
 - *Water supply/shut-off
 - *Chemical storage and cleaning supplies
 - *Paper supply storage

- *Industrial arts room
- *Science rooms and labs
- *Isolated areas near the school
- Nearby aqueduct, streams, ponds, rivers (flooding) *HS Sump
- Steep areas near school
- *Unprotected exterior gas/electric, air conditioning supplies or equipment
- *Playground equipment

SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING¹⁹

ALLOCATIONS

- At the elementary and middle school level, there is a single point of entry for visitors at each building and visitors to the school must be buzzed into the building. Their driver's license will be scanned into the Visitor Management System, they will sign in and receive an identification badge issued by the security aide. Staff in the building all wear district-produced identification badges which must be worn at all times. Staff is trained to report to the main office any person they observe who is not wearing a badge. In addition, safety personnel are assigned to areas inside and outside of the building.
- At the high school level, there is a single point of entry for visitors. Visitors to the school must be buzzed into the building. Their driver's license will be scanned into the Visitor Management System and they will receive an identification badge issued by a security aide. Staff in the building all wear district-produced identification badges, which must be worn at all times. In addition, safety personnel are assigned to areas inside and outside of the building.

HIRING

The interviewing and hiring of safety personnel follows the district's practices for hiring of new staff. All new staff employed by the District must be fingerprinted in order to be employed.

DUTIES AND TRAINING

Security Personnel

Security Guards/Aides provide a sense of smooth transition and security while students, staff and visitors move about the district school buildings. Their duties may include:

- Security Personnel will wear district issued uniforms that will allow them to be easily recognized
- door security
- greeting visitors/distributing passes

¹⁹ 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

- directing hall traffic (check all passes)
- patrolling hallways, lavatories, school grounds, and cafeterias
- alerting building administrators about altercations/situations
- interaction/intervention as required
- assisting law enforcement officers in the performance of their duties
- reporting vandalism and unsecured areas to building administrators
- other duties specific to security purposes as determined by the building administrator
- In accordance with amended New York State Education law 2801-a. The district will have the required signed MOU for all Security personnel that work for the district.

Required training includes:

- School violence prevention and intervention training
- Site-specific training including review of all manuals (e.g., school district policies, Code of Conduct, District-wide School Safety Plan, School Handbook, etc).
- Right-to-know training
- Blood borne pathogen training

PRIVATE SECURITY AND SCHOOL RESOURCE OFFICERS

This plan includes contracts or memoranda of understanding that define the relationship between the district, personnel, students, visitors, law enforcement, and public or private security personnel. These contracts or memoranda are consistent with the Code of Conduct, and define the roles, responsibilities, and involvement in the schools of law enforcement or security personnel. The role of school discipline is delegated to school administration.

SECTION III RESPONSE

NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

EXTERNAL

Anyone with knowledge of an incident is encouraged to immediately call 911 in an emergency.

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites, Google groups, and hotlines for announcements or updates as directed by the Incident Commander.

When an emergency requires notification of parents and students, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system and to the following radio and television stations:

WBLI 106.1 FM

WCBS 880 AM

WINS 1010 AM

WBAB 102.3 FM

TV Channel 2 WCBS

TV Channel NEWS 12 LI

TV Channel 4 WNBC

TV Channel 5 FOX

TV Channel 7 WABC

TV Channel 11 PIX 11

Online News Outlets: NEWS 12 ONLINE & FIOS News

When an emergency requires notification of staff, the Superintendent or his/her designee will provide updated information to parents and students through the emergency notification system. Additional information may also be found on the District's website: <http://www.northshore.k12.ny.us/>

During an emergency, all contact with the media will be handled either by the Superintendent or his/her designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or his/her designee. Students, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to the Public Information Officer for response.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized.

INTERNAL

After receiving the information from the Incident Commander at the scene, an email will be sent from the Superintendent's office to all administrators and administrative offices alerting them to the nature and status of any incident in the district. The mass communication system may be used to provide information as deemed appropriate by the Incident Commander. Portable radios will also be used when possible.

SITUATIONAL RESPONSES

MULTI-HAZARD RESPONSE

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. Each building has specific plans for dealing with a wide range of hazards. Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan.

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e. sending additional mental health resources). The Superintendent or his/her designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other district schools, out-of-district schools, private schools, and outside agencies.

RESPONSE PROTOCOLS

SCHOOL CANCELLATION

- The Superintendent or his/her designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.

EARLY DISMISSAL

- The Superintendent or his/her designee (IC) will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Operations Chief will designate people to arrange transportation for students.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.
- The Liaison Officer will notify each of the building principals.

EVACUATION

- The Superintendent or his/her designee will determine the level of the threat.
- The Operations Chief will contact the transportation supervisor to arrange transportation. He/she will also arrange for student-parent reunification.
- The Safety Officer will clear all evacuation routes and sites prior to evacuation
- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. He/she will report to the superintendent or his/her designee any missing staff or students.

SHELTERING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or his/her designee (IC) will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to pre-arranged sheltering sites as outlined in building plans. He/she will report to the (IC) any missing staff or students.
- The Logistics Chief will make appropriate arrangements for human needs in the event of a long-term situation.

PROTOCOLS FOR RESPONDING TO BOMB THREATS, HOSTAGE-TAKINGS, INTRUDERS, ABDUCTION, AND OTHER EMERGENCY SITUATIONS²⁰

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-level Response Plan. Emergencies include but are not limited to the following situations.

- Abduction
- Armed Intruders/Active Shooters
- Bomb Threats
- Early or Alternate Emergency Dismissal
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Severe Weather
- Student-Made Threats
- Suicidal Individuals
- Suspicious Package Protocol
- Suspicious Persons

²⁰ 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;

RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE²¹

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Principal or his / her designee of any direct or implied threat of violence or actual act of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or her/his designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. The district disseminates educational material, including but not limited to emails and formal brochures, encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or her/his designee will determine whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, obtain assistance to determine the severity of the threat or report the violent act. The Principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.
5. Each building has the availability of a Threat Assessment Team. This is a multi-disciplinary team that uses a nationally recognized evidence-based model to evaluate threats and implement the necessary mitigation steps to help prevent a threat from escalation to an act of violence.
6. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior intervention plan, close monitoring, and/or police involvement.

²¹ 155.17(c)(1)(i) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;

Responses to Acts of Violence²²

1. The Principal or her/his designee will determine whether to contact law enforcement personnel. **Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so).** Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
2. The Principal, and/or her/his designee then determine the appropriateness of directing the Building-level Emergency Response Team to be activated.
3. The Building-level Emergency Response Team (BERT) consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter – In – Place, Fire or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.
4. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.
5. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are detailed in each building-level emergency plan. The use of the District’s mass communication system is typically utilized.
6. Aggressively dangerous and violent students, staff or visitors shall be managed as outlined by the procedures detailed in the district code of conduct.
7. The building administrator will investigate reported threats and reported acts of violence and will make the determination of disciplinary measures consistent with the District’s Code of Conduct. Chronic offenders may require a behavior intervention plan, close monitoring, and/or police involvement.
8. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
9. Prompt 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 each Building-Level Emergency Response Plan.²³
10. The district has a zero-tolerance policy for acts of school violence.

²² 155.17(c)(1)(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including consideration of zero-tolerance policies for school violence;

²³ 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

BACKGROUND

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The new legislation will constitute New York State Labor Law [Section 27-c](#), and serves as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to [2801-a of the Education Law](#) that required additions to the District Plan.

Education Law - 2801-a (m) - protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions of section twenty-seven-c of the labor law.

PROTOCOLS

1. In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of **essential** employees.

Essential Position	Description
Administrative Personnel	All assigned members under the direction of the Superintendent, and Asst. Superintendents
Teaching Faculty & Teacher Aides & Monitors	All assigned members under the direction of the Superintendent, and Asst. Superintendents
Leadership Team	All assigned members to the Leadership Team.
Essential Clerical Staff	All assigned under the direction of the Assistant Supt. for Business
Security Team	Director of Facilities & Director of Security and all assigned guards.
Custodial & Maintenance Staff	Director of Facilities and all assigned staff.
Technology Staff	All assigned members under the direction of the Technology Director
Transportation Staff	All assigned under the direction of the Transportation Supervisor
Food Services Staff	All applicable staff for food distribution, as needed.

2. In the event of a state ordered reduction of the District's in-person workforce the District will provide the opportunity for all **non-essential** employees the capability to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or phones, and the transferring of office phone lines to work or other requested

devices as practicable or applicable to the workplace. North Shore School District Staff will be guided on this as per the **Building Level Emergency Plans**, specifically the **Continuity of Operations and Continuity of Instruction** sections.

3. To the extent possible the District will stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites. In an effort to reduce overcrowding on public transportation:
 - Class schedules may be staggered to a morning and afternoon cohort.
 - In-person days may be staggered by cohort groups.
 - Students and staff may walk or drive a personal vehicle to campus.
 - Staff may be required to arrive on campus prior to students in a staggered work shift or staggered assigned day of work.
 - Employees may be permitted to work remotely.
 - Visitors may not be permitted on campus during school hours with the exception of pre-approved appointments and proper health screenings are conducted.

4. A quantity of personal protective equipment (PPE), sufficient to provide to all essential employees, will be procured, stored, and managed as follows:
 - Facilities will maintain inventory of PPE in accordance with the NYS Education Department guidelines, and continually restock the same as needed.
 - Storage of personal protective equipment will be on campus and comply with the manufacturer's storage recommendations for each item.
 - The equipment will be stored and readily available to any person in need of it.

5. In the event an employee is exposed to a known case of a communicable disease that is the subject of a state disaster emergency involving a communicable disease, exhibits symptoms of such disease, or tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace, the District has a set protocol to be followed for the exposure as well as the disinfecting of the affected work area(s). The District's **Building Level Emergency Plan** contains an **Infectious Disease Annex, section 25** which details:
 - In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection.
 - Staff members who are showing symptoms must leave the building immediately.
 - The district administrators will notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - Persons who had close contact with a person diagnosed with COVID-19 will be advised to stay home and self-monitor for symptoms and to follow CDC-guidance if symptoms develop.

- Areas in the building will be closed off and not used before cleaning and disinfection.
- The custodial staff will be informed so that all desks, lockers, and workspaces of the person are thoroughly disinfected.
- Available leave options, for the affected employee(s), in the event of an employee's need to receive testing, treatment, isolation, or quarantine.

Note: Such protocol does not involve any action that would violate any existing federal, state, or local law, including sick leave or health information privacy.

6. All essential employees will have their hours and work locations documented, including off-site visits, by:
 - All entrances are monitored by a security guard or monitor.
 - All employees will use their access cards for entrance which documents their arrival on premises.
 - All employees are required to complete a Health Attestation form (Electronic version or paper) prior to starting work each day.
 - Payroll, attendance, and time cards will further document an employee's presence on campus. Employees required to punch in on the Wincap Attendance readers will be tracked through this device as well.
 - Non essential visitors will not be allowed on site.

Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees on that basis.

7. If emergency housing is needed to further contain the spread of the communicable disease, the North Shore School District (at their discretion) may lodge an essential employee at a local hotel bearing the full cost of the stay. Provided this is permissible under municipal law.

If there is a declared state disaster emergency involving a communicable disease that involves the North Shore School District, all staff, essential and non-essential, will be contacted, and they will be guided by the aforementioned protocols.

8. Any other requirements determined by the Department of Health such as contact tracing or testing, physical distancing, hygiene, disinfectant, or mask-wearing.

IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY²⁴

District resources are available in each building and stored in a central location. Each building will designate a Command Post. The list, which is not meant to be inclusive, requires the following items:

- Copy of District-Wide School Safety Plan
- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Weather radio
- Flashlights
- Photocopier
- Computer
- Student rosters
- List of students with special needs and specific evacuation plans
- Telephone numbers for parents/guardians Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.)
- School and staff census information

COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES²⁵

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol that quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or designee. Specific job duties will be assigned based on the type of emergency and in compliance with the appropriate district and building emergency response procedure. Additional district resources may be requested by any building administrator or designee as needed. The Superintendent or designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested. A specific list of available resources may be found in Appendix 4 of this plan.

PARTICIPATING IN UNIFIED COMMAND UNDER ICS PRINCIPLES

²⁴ 155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

²⁵ 155.17(c)(1)(viii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

ASSIGNMENT OF RESPONSIBILITIES

A chain of command consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS) will be used in response to an emergency. Members of the School, Emergency Response Team, will be part of this system. In the event of an emergency, the response team will adopt NIMS/ICS principles based on the size, scope, and character of the emergency.

1. All administrators and Building-level Emergency Response Teams members shall complete the incident command training level one.
2. All District Emergency Response Team members shall complete incident command training level one and level two.

ICS POSITIONS

The number of ICS positions filled will be dependent upon the scope of the incident.

- **Incident Commander** – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
- **Public Information Officer** – Compiles and releases information to the news media.
- **Safety Officer** – Monitors the response to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- **Liaison** – Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
- **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations** – responsible for directing the implementation of action plans and strategies for incident resolution.
- **Logistics** – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- **Planning/Intelligence** – Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance** – Responsible for all cost and financial matters related to the incident.

DISTRICT COMMAND POST (DCP):

Unless otherwise specified, The DCP will be located in the District Offices. If necessary, the command post may be moved to an alternate site including the transportation facility and even non-district-owned buildings.

POTENTIAL ICS EMERGENCY SITES:

BUILDING:	Use(s):
North Shore School District District Offices	Command Center Public Information Center Communications Center
North Shore High School	Shelter-in-Place Staging Area(s) Alternate Command Center
North Shore Middle School	Shelter-in-Place Staging Area(s)
Glen Head Elementary School	Shelter-in-Place Staging Area(s)
Glenwood Landing Elementary School	Shelter-in-Place Staging Area(s)
Sea Cliff Elementary School	Shelter-in-Place Staging Area(s)

SECTION IV COMMUNICATION WITH OTHERS

OBTAINING ASSISTANCE DURING EMERGENCIES FROM EMERGENCY SERVICE ORGANIZATIONS AND LOCAL GOVERNMENT AGENCIES

26

1. The district continues to work closely with local police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency drills, and provided technical assistance. Providers have given approval to the district to rely on local personnel, resources, and facilities in emergency situations.
2. The district maintains an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The superintendent and his/her designee will initiate the contact when needed.

OBTAINING ADVICE AND ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS, INCLUDING THE COUNTY OR CITY OFFICIALS RESPONSIBLE FOR IMPLEMENTATION OF ARTICLE 2-B OF THE EXECUTIVE LAW²⁷

1. The district maintains an updated list of local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law. The superintendent and his/her designee will initiate the contact when needed.
2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are listed in Appendix 4. Key government agencies are listed below:
 1. Nassau Police Department
 2. Nassau County Police 6th precinct
 3. Glenwood Landing Fire Department
 4. Sea Cliff Fire Department
 5. New York State Police
 6. Nassau County OEM
 7. Glen Cove EMS
 8. Red Cross

²⁶ 155.17(c)(1)(v) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

²⁷ 155.17(c)(1)(vi) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

CONTACTING PARENTS, GUARDIANS OR PERSONS IN PARENTAL RELATION TO THE STUDENTS OF THE DISTRICT IN THE EVENT OF A VIOLENT INCIDENT OR AN EARLY DISMISSAL²⁸

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or his/her designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year.

When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, parent or guardian shall be contacted as soon as practicable.²⁹ Administration shall utilize school mental health resources when necessary.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

²⁸ 155.17(c)(1)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;

²⁹ 155.17(c)(1)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

SECTION V RECOVERY

CONTINUITY OF OPERATIONS

This district maintains continuity of operations at both the district and building level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of instruction. Specific continuity plans are contained within each Building-level Emergency Response Plan.

CONTINUITY OF INSTRUCTION

The District offers a suite of online instructional tools that can be used to support remote instruction and communication. General instructional tools for communicating with students include online services including:

- Google Drive with shared folders
- GSuite (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Gmail
- Schoolwires
- Seesaw
- Schoology

Detailed grade-specific remote instructional procedures are contained within each building-level emergency plan.

Note: The local public Library online resources are available remotely and can be accessed by students who have a library card.

DISTRICT SUPPORT FOR BUILDINGS

When the Chief Emergency Officer is notified that an emergency exists, he/she will respond accordingly.

Members of the District Safety Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s). The District Safety Team will assign such other personnel as deemed necessary to meet the needs of the situation.

The District Safety Team members will remain at their assigned posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District Safety Team leader in consultation with that building's administrators and Building Emergency Response Team (BERT), other school buildings may be called to support the Building Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Safety Team leader, in consultation with building administrators, additional mental health support from the County Crisis Team and local area hospitals may be solicited to support the Emergency Response Teams in the affected building(s).

In any case, a “debriefing”, or post-incident analysis, will be facilitated by the District Safety Team. This process will include a review of the actual incident, the Team’s response to the incident, and post-traumatic incident debriefing.

District clinicians (or, mental health professionals from outside agencies if they have been involved) will provide ongoing as-needed support to the Team members, and will monitor post-traumatic stress symptoms in team members. As appropriate, team members may be provided with a referral to EAP and/or with information regarding private mental health providers in the area.

Principal(s) are expected to consult with the District Public Information Officer in composing letters to parents following any emergency. The District’s Public Information Officer will assist in sending mass communication messages to affected groups. The District’s Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

DISASTER MENTAL HEALTH SERVICES

The District Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary mental health services following any emergency. District mental health providers may be temporarily reassigned to assist in the recovery process.

APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

DISTRICT OFFICE

112 Franklin Avenue
Sea Cliff, NY 11579
Phone: 516-277-7800

NORTH SHORE HIGH SCHOOL

450 Glen Cove Avenue
Glen Head, NY 11545
Phone: 516-277-7000

NORTH SHORE MIDDLE SCHOOL

505 Glen Cove Avenue
Glen Head, NY 11545
Phone: 516-277-7300

GLENWOOD LANDING ELEMENTARY SCHOOL

60 Cody Avenue
Glen Head, NY 11545
Phone: 516-277-7601

GLEN HEAD ELEMENTARY SCHOOL

7 School Street
Glen Head, NY 11545
Phone: 516-277-7700

SEA CLIFF ELEMENTARY SCHOOL

280 Carpenter Avenue
Sea Cliff, NY 11579
Phone: 516-277-7500

NORTH SHORE TRANSPORTATION FACILITY

340 Shore Road
Glenwood Landing, NY 11547
Phone: 516-277-7930

APPENDIX 2 – BUILDING-LEVEL EMERGENCY RESPONSE PLANS

Due to the sensitive safety and security information contained in each Building-level Emergency Response Plan, these plans are confidential and not available for public dissemination. Copies of plans are maintained at each school building and the District office.

APPENDIX 3 – MEMORANDA OF UNDERSTANDING

Any applicable Memoranda of Understanding relevant to implementation of the District-wide and Building-level Emergency Response Plans are on file in the district office.

APPENDIX 4 – DISTRICT RESOURCES – CONTACT INFORMATION

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	Dr. Thomas Dolan	516-277-7801
Asst. Superintendent, Business/Emergency Coordinator	Olivia Buatsi	516-277-7815
Asst. Superintendent, Curriculum	Dr. Chris Zublionis	516-277-7810
Transportation Supervisor	Michelle Hall	516-277-7930
Bus Dispatch Office – Head Bus Driver	TBD	516-277-7930
Asst. Head Bus Driver	Richard Rybecky	516-277-7930
District Clerk	Betty Ciampi	516-277-7801
Public Information	Shelly Newman	516-277-7840
Director of Facilities	John Hall	516-277-7835
Assistant Director of Buildings & Grounds	NA	
Athletic Director	Don Lang	516-277-7040
Cafeteria Services	Alan Levin	516-277-7090
Adult Education	Samantha Gesuele	516-277-7048
Town of Oyster Bay Supervisor	Joseph Saladino	516-624-6350
Mayor of Sea Cliff	Elena Villafane	516-671-0080
Fire Dept./Ambulance	Sea Cliff FD/EMS Glenwood Landing FD/EMS	516-671-0334 516-742-3300
Nassau County		
County Executive	Laura Curran	516-571-3131
Emergency Management	Steve Morelli	516-573-0636
Public Works Commissioner	Kenneth G Arnold, P.E.	516-573-8800
County Health Dept.	Lawrence E. Eisenstein, MD, MPH, FACP	516-227-9697
Red Cross Emergency Services		1-877-272-7337
Chief of Technical Services	Nancy Stanton-Molaro	516-571-4265

APPENDIX 5 – SECTION 155.17 REGULATION COMPLIANCE REFERENCE

- **155.17(b)(14)** District-wide school safety team means a district-wide team appointed by the board of education. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.
- **155.17(c)(1)(i)** policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(ii)** policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence;
- **155.17(c)(1)(iii)** appropriate prevention and intervention strategies, such as: (a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs;
- **155.17(c)(1)(iv)** policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;
- **155.17(c)(1)(v)** except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- **155.17(c)(1)(vi)** except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;
- **155.17(c)(1)(vii)** except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;
- **155.17(c)(1)(viii)** except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- **155.17(c)(1)(ix)** policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;
- **155.17(c)(1)(x)** policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(xi)** policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

- [155.17\(c\)\(1\)\(xii\)](#) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
- [155.17\(c\)\(1\)\(xiii\)](#) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
- [155.17\(c\)\(1\)\(xiv\)](#) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- [155.17\(c\)\(1\)\(xv\)](#) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- [155.17\(c\)\(1\)\(xvi\)](#) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth- run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;
- [155.17\(c\)\(1\)\(xvii\)](#) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- [155.17\(1\)\(c\)\(xix\)](#) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:
- [155.17\(c\)\(2\)\(h\)](#) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- [155.17\(c\)\(2\)\(h\)\(3\)\(i\)](#) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.