

MATTITUCK – CUTCHOQUE UNION FREE SCHOOL DISTRICT



DISTRICT WIDE SCHOOL SAFETY PLAN

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FOR REVIEW

PROJECT SAVE

(Safe Schools Against Violence in Education)

**MATTITUCK-CUTCHOGUE UFSD
DISTRICT-WIDE SCHOOL SAFETY PLAN**

Commissioner’s Regulation 155.17

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts were required to develop a District-Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The District-Wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Mattituck-Cutchogue School District supports the SAVE Legislation. The Superintendent of School advocates on-going district-wide implementation of the components of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Mattituck-Cutchogue District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Mattituck-Cutchogue School District Board of Education, the Superintendent of Mattituck-Cutchogue School District appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

B. Identification of School Teams

The Mattituck-Cutchogue School District has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board,

students, teachers, administrators, parent organizations, school safety personnel, and other school personnel.

C. Concept of Operations

The District-Wide School Safety Plan is directly linked to the individual Building-Level Emergency Response Plans for each school building. Protocols reflected in the District-Wide School Safety Plan guided the development and implementation of individual Building-Level Emergency Response Plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.

Upon the activation of the School Emergency Response Teams, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

County and State resources will supplement the districts efforts through existing protocols.

D. Annual Review

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan was made available for public comment at least 30 days prior to its adoption. The District-Wide Plan was adopted by the School Board after at least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The Plan was formally adopted by the Board of Education.

- Public Hearing – June 11, 2001
- Board of Education Adoption – July 10, 2001

Full copies of the District-Wide School Safety Plan has been submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed annually by the District-wide School Safety Team and approval by the Board of Education will be reaffirmed at each July Reorganization Meeting.

Section II:

Risk Reduction/Prevention and Intervention Prevention/Intervention Strategies

A. Program Initiatives

Programs and activities the district has used for improving communication among students and between students and staff, and reporting of potentially violent incidents, including the following:

- Non-violent conflict resolution training programs.
- Peer mediation programs, youth courts, and mentor programs.
- Establishing an anonymous reporting mechanism for school violence.
- Extended day and other school safety programs.
- Use of Guidance Counselors and Security Staff, ongoing programs on bullying and anti-violence.
- Implementation of DASA.

B. Training Drills and Exercises

The District has established policies and procedures for annual multi-hazard safety training for staff and students, including the strategies for implementing training related to multi-hazards. The district must certify (via BEDS in October each year) to the Commissioner that all staff received (by September 15 each school year) annual training on the emergency response plan, and that the school safety training include violence prevention and components of mental health. New employees hired after the start of the school year should receive the training within 30 days of hire.

- Policies and procedures are specifically outlined in each school plan.
- Staff is trained annually and participates in debriefing and post drill discussions.
- School and district safety baseline calendars, school calendars, weekly calendars – High School and Elementary Schools.
- All school and District staff are familiar with and have access to policies and procedures and are annually trained in the specifics and practice drills with staff and students – this includes training and access for substitute workers.
- All staff have binders with procedures for multi-hazard events.
- Building Administration consults with local law enforcement regarding procedures on a regular basis.

The District has established procedures for the review and conduct of drills and other exercises to test the components of the emergency response plan including the use of tabletop exercises in coordination with local and county emergency response and preparedness officials.

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 School Safety Teams, 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.).
- Live drill for the evacuation of campus.
- Tabletop exercises.
- Bus drills.
- Emergency Response Team exercises.
- Building pre-clearance searches.
- Classroom exercises and post drill review.
- Functional exercises.

The Mattituck-Cutchogue School District recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the Mattituck-Cutchogue School District will invite local agencies to participate in and to help evaluate all exercises. These agencies may include, but not limited to, local Police and Fire Departments, Rescue and Ambulance Services and Local Emergency Management Offices. Representatives are on the Safety Committees and are involved in drill procedures and debriefing.

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.

- Drills and exercises are conducted continually over the year and local emergency responses representatives are included in tabletop and actual drills.
- In-house N.J.R.O.T.C. Chiefs monitor drills and participate in debriefings with Safety Committees.
- See district and school baseline calendar for drill logs.
- School Safety committee Minutes – file each building – debriefing reports.
- BOCES Drill Reports.

This plan includes 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 school security capacity. All personnel are required to have fingerprint clearance from the New York State Education Department.

C. Safety/Security Officer

Safety/security officers regularly encounter a wide variety of safety and security related problems as they patrol Mattituck-Cutchogue School District buildings and grounds to prevent the endangerment of students, staff, and visitors who lawfully enter Mattituck-Cutchogue School District property. Safety/security officers are hired and managed by Mattituck-Cutchogue School District, and the number of safety/security officers and their working hours are determined by building site/population needs. Mattituck-Cutchogue School District follows all state mandates and utilizes internal and external organizations regarding the fair hiring and adequate screening of safety/security officers. At the discretion of the building administrator, the duties may include:

- Provide protection for students, staff and visitors.
- Enforce Mattituck-Cutchogue School District policies (i.e., smoking, weapons).
- Assist building administrators in developing Building Level Safety Plans.
- Patrol parking lots, outside entrances and doorways, outside walkways and secured areas (e.g. automotive corrals).
- Control flow of campus traffic, particularly at bus arrival/dismissal.
- Oversee parking.
- Conduct periodic checks of doors, windows and parking areas to prevent trespassing and vandalism.
- Interaction/intervention with students, buses, etc. as required.
- Direct hall traffic (check all passes).
- Greet visitors and distribute passes.
- Provide information and direction as may be required.
- Patrol hallway.
- Intervene in the event of disturbances and contact appropriate officials.
- Restrain persons engaged in disorderly conduct and/or make civilian arrests.
- Respond to emergencies such as bomb threats and building evacuations.
- Patrol lavatories (not clean them).
- Door security.
- Alert building administrator or his/her designee about altercations/situations.
- Report vandalism and unsecured areas to building administrator or his/her designee.
- Other duties specific to security purposes as determined by the building administrator.

Required training and required knowledge shall include the items listed below. These policies and procedures are in place and noted in school plans. Procedures are also detailed in the District Code of Conduct.

- School violence prevention and intervention training including initial non-violent crisis intervention training and refresher courses.
- Site-specific training, including review of all manuals (e.g. Mattituck-Cutchogue School District policies, School Safety Plan, Staff Handbook, etc.).
- Right-to-Know training.

- Blood borne pathogen training.

D. Implementation of School Security

Schools use a single point of entry system whenever possible.

- All doors locked.
- Main entrances are staffed with greeters and sign in sheets via the RAPTOR System. Visitors must sign in and out.
- Visitors must wear passes at all times and report to the nearest teacher in case of an emergency or evacuation. Teacher will report the location of the visitor on the accountability sheet.
- Visitor access is limited to specific locations.
- Substitute teachers will wear identification tags.
- Chaperones and security guards are on duty at all events, sports, activities, cafeteria periods and all school activities.
- Parking lots are checked and supervised whenever school is in session.
- Select areas in the schools, including computer rooms, have specialized alarm systems.
- Staff is asked to inquire about any unknown persons whether directly or indirectly to ascertain their propriety on school property.
- The District will periodically investigate other security equipment and measure, such as additional surveillance cameras, and keyless entry systems.

Mattituck-Cutchogue 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. Mattituck-Cutchogue School District shall establish and implement an ongoing mechanism to provide schools with 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.

Mattituck-Cutchogue 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, detection alarms, phones (regular/cell phones), and intercom systems.

Mattituck-Cutchogue School District shall promote an ongoing assessment of safety and security concerns of student's staff, and visitors to maintain a safe learning environment.

- Visitors to the Building
- Visitor Screening

E. Vital Educational Agency Information

The district maintains certain information about each educational agency located in the school district, including information on: school, population, number of staff, transportation needs, and the business and home telephone numbers of key officials of each such educational agency:

North Fork Early Learning Center (631) 298-9573

F. Early Detection of Potentially Violent Behaviors

Early detection of an anxiety state in a student results in the elimination of a large percent of the potential for a crisis. Therefore, personnel involved with Mattituck-Cutchogue School District students shall receive training on warning signs and symptoms of suicide and violent behavior. Building administrators will coordinate training in conjunction with social workers, psychologists and guidance counselors.

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

- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses.
- Violence prevention training on regular conference days (annually).
- Right-to-know training (as required by law).
- Blood borne pathogen training (as required by law).
- Additional building-based training based on site discretion and needs.
- Knowledge of Mattituck-Cutchogue School District Board Policies related to safety and security.
- Videotapes related to security and crisis situations.
- Training in the use of security devices as needed.
- Threat of Harm.
- Crime Scene Management.
- DASA legislation review.

Dissemination of Information

- Each building-level plan shall include mechanisms such as direct mailings, newsletters, meetings, open house presentations, and counseling sessions for disseminating materials regarding early detection of potentially violent behaviors.

- Annual review of student handbook and Code of Conduct as early in the school year as practical including Zero tolerance policies for school violence.
- 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 annually.
- Nonviolent conflict resolution and peer mediation which are currently a part of the Mattituck-Cutchogue School District Safety Plan.
- Minimum of two school safety programs as determined by the building safety committees.

Other Vehicles of Dissemination

- Team meetings, PTA/PTSA Meetings
- District Newsletters, District Website
- District events calendar, weekly calendar high school and elementary school
- Annual violence prevention workshop

G. Hazard Identification/Sites of Potential Emergencies

The District-Wide Comprehensive School Safety Plan requires each building level school safety team (Cutchogue East Elementary School and Mattituck-Cutchogue Junior-Senior High School) 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:

Nuclear: Millstone – Connecticut

Section III. 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.

A. 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 initiate RAVE App. Office personnel will immediately contact the Building's Principal and or designee and Central Office if a building administrator cannot be immediately reached. At that time, if

appropriate to the situation, the ICS determined in the building and district will be initiated.

Mattituck-Cutchogue 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 School Building Emergency Response 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 School Safety Team will be responsible for reviewing and updating these responses and communicating them to students and staff.

Internal communication is also of prime importance and will be specifically defined in the Building Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, Auto-Call, and others as deemed necessary. The District-Wide School Safety Team will determine appropriate notifications and methods.

The district policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident includes maintaining a list of local law enforcement agencies, and the designation of the individual who is authorized to contact the law enforcement agencies.

The system that has been established for informing all educational agencies within a school district of a disaster or an act of violence includes the following forms of communication:

Telephone	Intercom
Fax/Mail	Local Media
District Radio/TV System	Emergency Alert System (EAS)

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 which include suicide. All procedures shall be in accordance with Mattituck-Cutchogue School District 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 District automatic telephone message system. Local media will also be utilized.

C. Situational Responses/Multi-Hazard Response

The District's multi-hazard response plans for taking actions in an emergency include the following situations:

- Threats of Violence
- Acts of Violence
- Intruder
- Armed Student
- Fire
- Hostage/Kidnapping
- Explosive/Bomb Threat
- Hazardous Material
- Natural/Weather Related
- School Bus Accident
- Suicide
- Gas Leak

D. Acts of Violence and Response Protocols: Implied and Direct Threats of Violence

The District's policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school include the following:

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

- Procedures for the safe evacuation of students, staff, and visitors in the event of a serious violent incident or other emergency.
- Designation of an emergency response team comprised of school personnel, local law enforcement officials, and representatives from local, regional and or state emergency response agencies; other appropriate incident response teams; and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors

and others who can assist the school community in coping with the aftermath of a violent incident.

- Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area including access to locked buildings and grounds during an emergency.
- Establishment of internal and external communication systems in emergencies – communications.
- Definition of the chain of command in a manner consistent with the National Interagency Incident Management System/Incident Command System.
- Coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state, and local mental health resources in the event of a violent incident.
- Procedures for review and the conduct of drills and other exercises to test components of the emergency response plan.
- Policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property.

The implementation of the District-Wide School Safety Plan begins with the adoption of basic preventative measures prior to a crisis. All personnel shall practice these measures on a daily basis.

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

All Mattituck-Cutchogue 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 and Emergency Management Guidebooks. The Multi-Hazard Response Plan included 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 the Mattituck-Cutchogue School District student population. Alternatively, student incidents will be handled on a case-by-case basis.

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform building principal of implied or direct threat.
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency.
- Determine level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response, as appropriate, and include the possible use of the Emergency Response Team. If necessary, initiate early dismissal, sheltering or evacuation/relocation procedures.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures
 - See Code of Conduct for appropriate disciplinary action, definition of implied threat or acts of violence.
 - District Safety Committee minutes and Board of Education minutes for consideration of Zero Tolerance/School plans for policy and procedures.
 - District Plan – individual situations.
 - Threat of Harm
 - Crime Scene Management

E. Response Protocols

The district's selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnapping include the following:

- Identification of decision makers-refer to ICS.
- Plans to safeguard students and staff.
- The district plan and high school and elementary school plans contain specific response procedures.
- Information is disseminated at annual safety conferences and faculty meetings and whenever appropriate.
- District Plan protocols and situation procedures.

F. Arrangements for Obtaining Emergency Assistance from Local Government

Depending on the nature of the emergency, Mattituck-Cutchogue School District Incident Commander or designee may need to obtain assistance from local government agencies. During an emergency, Mattituck-Cutchogue School District will contact 911 to obtain emergency services. Other agencies that may be contracted 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 School Building Level Plans. Reference Emergency Management Directory.

G. Procedures for Obtaining Advice and Assistance from Local Government Officials

In the event that the Suffolk County Executive implements Article 2A of the Executive Law, the District Superintendent or designee will obtain advice and assistance, as necessary, both during and post crisis from the Suffolk County Executive's Office (631) 853-4000 and the Suffolk County Emergency Management Office (631) 852-4900.

- Building plans with detailed specific information are in place with local police, fire, and county agencies.
- Southold Town Police
- Cutchogue Fire Department
- Mattituck Fire Department

H. District Resources Available for Use in an Emergency

Crisis Kits

Each classroom is equipped with a GO BAG and has at least one crisis kit located in the principal's office.

Vehicles

At least one driver education car and school maintenance vehicle are located in the east parking lot of the high school.

I. Coordination of District Resources and Manpower

A Mattituck-Cutchogue School District Support Team will be available when necessary to assist all school buildings in their response efforts. This team will be composed of the district's Incident Command System Team (ICST).

In the event of an emergency, the team will be notified by the Incident Commander or designee and will serve as support to the Building Emergency Response Team which will follow the ICS/Chain of Command. Lists of staff qualified in emergency response in each building are listed in each building plan.

J. 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.

1. **Cancellation Prior to the Start of School**

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

2. **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. (Building Level Safety Plan)

3. **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.

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.

4. **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. **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.

b. Off-Campus Shelter Sites

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

5. **Evacuation of Disabled Students, Staff and Visitors**

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

- Procedures and backup procedures are listed in each school plan are the names of persons responsible.

6. **Evacuation Areas**

Evacuation areas must be identified in the Building Level School Safety 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 remain in designated evacuation areas until dismissed or parental/guardian pickup.

7. **Weather Conditions and Evacuation**

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

After law enforcement or fire department personnel have cleared a building, 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 building and resume classes; (2) relocate the building occupants to another facility (sheltering); or (3) activate the plan for early dismissal.

Section IV. Recovery

A. District Support for Buildings

The District will support the Emergency Response Teams and the Post-Incident Response Teams in the affected school(s).

B. Disaster Mental Health Services

The District Office will assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams, in the affected school(s).

FOR REVIEW

EMERGENCY MANAGEMENT

Universal Emergency Procedures: Introduction

Universal Emergency Procedures are a set of standard, clear directives that may be implemented across a variety of emergency situations. When an emergency begins, the principal, as Incident Commander, will decide which Universal Emergency Procedures to implement, based on the situation.

There are six basic procedures which can be utilized in responding to various emergencies:

1. Evacuation
2. Reverse Evacuation
3. Severe Weather Safe Area
4. Shelter in Place
5. Lockdown
6. Drop, Cover, and Hold

FOR REVIEW

ACCIDENTS AT SCHOOL

Staff actions:

- Report accident to principal, office. Initiate RAVE App.
- Provide for immediate medical attention including performing necessary life-sustaining measure (CPR, etc), until trained Emergency Medical Services arrives
- For relatively minor events, have students taken to office or school clinic for assistance

Principal or Team actions:

- Provide appropriate medical attention. Initiate RAVE App.
- Complete appropriate documentation including (list district forms).
- Contact parents, guardians as appropriate to seek appropriate follow-up services if needed

Other suggested preventive/supportive actions:

- Post in the office or school clinic the names of building staff who have completed first aid or CPR training
- Post general procedures in the clinic explaining when parents are to be notified or minor mishaps
- Provide staff with a one-page list of emergency procedures in case of an accident or injury on the playground or in the building (e.g., District First Aid Manual, Blood borne Pathogen Program)
- Provide in-service training in basic first aid for staff (utilizing the school nurse or other trained health professional)
- Provide a standard location for placement of classroom emergency procedures
- Provide each teacher with information about students in his/her classroom having special medical or physical needs; such conditions might include allergies, fainting, seizures, or diabetes; include procedures that the teacher may follow in these specific emergencies

Additional steps for our school/facility (if any):

AIRCRAFT EMERGENCY

Aircraft Crash into Building:

Staff Actions:

- Initiate RAVE App if necessary
- Notify Principal
- Move students away from immediate vicinity of crash

Principal Team:

- Initiate RAVE App
- Notify District Support Team, Central Office
- Determine whether to implement evacuation procedures
- Students and staff should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash
- Provide for first aid, treatment and removal of injured occupants from school buildings
- Account for all building occupants and determine extent of injuries
- Wait for instructions; you will be advised when it is safe to re-enter the building

Aircraft crash near school site but no damage to building:

Staff Actions:

- Notify Principal
- Move students away from immediate vicinity of crash

Principal Team:

- Initiate RAVE App
- Initiate Shelter in Place plan if warranted
- All students and staff should remain in the buildings; any students or staff outside should initiate Reverse Evacuation or go to designated area until further instructions are received
- No evacuations should occur unless subsequent explosions or fire endanger the building

Additional steps for our school/facility (if any):

ALLERGIC REACTION

Possible Symptoms:

- Skin irritation or itching, rash, hives, nasal itching or sneezing, localized swelling, swollen tongue
- Restlessness, sweating, fright, shock
- Shortness of breath, vomiting, cough, hoarseness

Staff First Actions:

- If imminent risk initiate RAVE App
- Send for immediate help (Operations: First Aid, CPR, medical) and medication kit (for known allergies)
- Assist in getting “Epi Pen” (Epinephrine) for individuals who carry them (usually in backpack) and prescription medications (kept in office)
- If an insect sting, remove stinger immediately
- Notify principal
- Assess situation help student/employee to be comfortable
- Move only for safety reasons

Principal, Team:

- Initiate RAVE App depending on circumstances
- Notify parent or guardian
- Administer medication, by order of a doctor, if appropriate; apply ice pack to affected area, keep victim warm or take other actions as indicated
- Observe for respirator difficulty
- Record on an attached label; time & site of insect sting or food ingested, name of medicine, dosage and time administered

Preventive/Supportive Actions:

- Emergency health card should be completed by parents for each child and should be easily accessible by school personnel
- Bus drivers should have emergency sheets for all known acute reactors
- Encourage employees with special health considerations to alert building director and work associates of any difficulties and possible remedial actions

Additional steps for our school/facility (if any):

ASSAULT

When student(s) or staff has been assaulted use the following guidelines:

Staff observing the incident:

- Report to school principal the type and number of injuries and if assailant is still in area
- Give a good description of the assailant (clothing, height, etc.)
- Give location of the assault
- If assailant has left the building on foot give direction of travel
- If assailant leaves in a vehicle, give description of vehicle, license number and direction of travel
- Administer first aid, and get medical attention if needed

Principal, Team:

- Initiate RAVE App if warranted or notify school law enforcement
- Give type and number of injuries
- Advise if assailant is still in building or on the property
- Give description of assailant
- Give direction of travel and type of vehicle
- If threat still persists determine whether to initiate lockdown
- Notify District Support Team, Central Office as appropriate
- Document actions and complete incident reports

Additional steps for our school/facility (if any):

UNIVERSAL EMERGENCY PROCEDURES are identified in the individual building plans.

- Bomb Threat

FOR REVIEW

BUS ACCIDENT AND SCHOOL BUS ACCIDENT POLICY

BUS ACCIDENT

Each school should maintain a bus folder for each bus serving the school. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders, one copy of the student manifest should be placed in the trip folder and a second copy should accompany the teacher on the trip.

Bus drivers should have designated procedures for handling emergency situations. The following protocol is intended to outline steps to be taken by school personnel should an accident occur.

In the event of a bus accident:

Staff at the Scene:

- Initiate RAVE App if warranted
- Call Principal
- School staff at the scene of a bus accident will help to implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency
- School staff at the scene of a school bus accident will move all uninjured students to a safe distance from the accident
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the school

Principal, Team:

- Notify District Support Team, Central Office
- Ascertain the names of any injured students and the nearest location of any medical treatment facility
- Parents/guardians of all student son the bus will be notified as quickly as accurate information is available
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken to assist parents and to provide support to students, as appropriate
- Complete appropriate documentation

Additional steps for our school/facility (if any):

SCHOOL BUS ACCIDENT POLICY

PROCEDURES TO FOLLOW IN THE EVENT OF A SCHOOL BUS ACCIDENT

1. The Transportation Office receives call regarding accident and appropriate personnel go to the scene immediately. Town, County of State Police are called by Transportation Office.
2. Superintendent or Assistant Superintendent is advised.
3. Building Principals or Assistant Principals are advised.
4. The Health Office is advised by the Transportation Office.
5. **NOTE:** If the accident is of a serious nature as determined by the police and the Transportation Office personnel; nurses, physician and ambulance will report directly to the site of the accident. Volunteer ambulance or rescue squads supervise care of the injured. Seriously injured students are transported to the Emergency Room of the nearest designated Hospital facility.
6. After the police investigation and routine checking of students and driver, the students may then be transported to their destination.
7. Parents of students on bus in route to school will be contacted by school personnel.
8. On P.M. take home runs only, at the appropriate time, the School Superintendent or his designee, releases the students and the determination is made as to whether or not the student will remain in school or be transported home. The School Superintendent or his designee also determines the fitness of the driver to continue as a driver. Substitute drives will be provided if necessary.
9. The school nurse, within 24 hours after the accident, will complete and file with the Superintendent's Office all the necessary accident reports.
10. The Health Office advises the insurance company (broker) regarding the extent of the injuries and completes the necessary accident reports. All other necessary reports such as required by the State Education Department of Motor Vehicles are prepared by a designated Transportation person.

CHEMICAL MATERIAL SPILL

Chemical accidents may originate inside or outside of a building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; industry or laboratory spills, etc.

Accidents originating outside the building:

Staff actions:

- Notify principal, team
- Move students away from immediate vicinity of danger (if outside, reverse evacuation)

Principal, Team:

- Initiate shelter in place, shut off HVAC units
- Initiate RAVE App, notify District Support Team, Central Office
- Do not leave the building unless instructed to do so; if you must evacuate building or grounds, take care to avoid fumes

Accidents originating inside the building:

- Staff actions
- Notify principal
- Move students away from immediate vicinity of danger

Principal Team:

- Check the Material Safety Data Sheet (MSDS) to determine the urgency of situation
- Initiate RAVE App if warranted, notify District support Team, Central Office
- Initiate evacuation plan; avoid the area where the chemical accident

MATTITUCK-CUTCHOGUE UFSD



Our Students, Our District, Our Community
Together We Make A Difference

EMERGENCY COMMUNICATION PROTOCOLS

By law, all schools have detailed safety plans and conduct regular drills. We work closely with safety experts including the Fire Department and Southold Police Department to make sure that our plans align with best practices. We review these plans periodically and, since no two situations are alike, we discuss our potential responses in depth.

Communication with parents is a vital part of every plan. Our first priority, however, is the safety and well-being of our students and staff. In an unfolding situation, we may not have staff available to take phone calls from parents.

Please know that we will provide timely and accurate information to you in one of several ways:

Robocall – a message will go out to the entire district at once via voice, text and email. The more avenues we have to reach you, the more likely you will receive the message quickly. Robocalls are reserved for a situation in which parents require immediate information and/or need to take action such as when we close schools for weather-related reasons. Therefore, if you receive a Robocall from the school district, it will contain information you need to know.

Email and Website Posts – we will send an email to all parents and will post on our website to inform you of situations that are not emergencies, require no action from you, and yet are important for you to know.

Phone call or email - Your child's teacher, principal or other staff member will personally call or email you in situations specific to your child e.g. picking up a child who is ill, informing you of a significant school bus delay, etc.

Should you hear from a friend, via the grapevine or on social media, about a school or district-related situation, we ask you to check your phone and email for messages from us and visit our website for the most accurate and up-to-date information.

MATTITUCK – CUTCHOGUE UNION FREE SCHOOL DISTRICT

The guidelines below will be followed by the Superintendent or designees for how, what and to whom to communicate to and with during an emergency response.

SCENARIO	METHOD	COMMUNICATION TO WHOM
Lockdown Emergency	Robocall	All
Lockout Emergency	Robocall	All
Specific Bomb Threat/Police Intervention	Robocall	All
Weather Related Incident/School Closings	Robocall	All
Threatening Social Media Posts/Police Intervention	Email & Website Posting	All
Non-Specific Bomb Threat	Email & Website Posting	All
Minor Bus Accident	Call & Email	Student Specific Parents/Guardians
Missing Students	Evaluated on a case-by-case basis	TBD
Fire	Email & Website Posting	TBD
Health Emergency	Evaluated on a case-by-case basis	TBD
Power Failure	Evaluated on a case-by-case basis	TBD
Building Malfunctions	Evaluated on a case-by-case basis	TBD

Notes:

“**Robocall**” describes an automated message made to everyone in the District’s database. This includes phone calls to all numbers on fire, text and email. The list above does not represent all emergency issues that can occur. Additionally, the District reserves the right to revise either the method or communication as deemed necessary.