

Central Islip Union Free School District

Town of Islip-County of Suffolk

**Administration Office
50 Wheeler Road
Central Islip, New York 11722**

***DISTRICT-WIDE
EMERGENCY RESPONSE PLAN
2018-2019***

Updated on September 2018

Table of Contents

I. General Considerations and Guidelines	4
II. Purpose	4
III. Concept of Operations	4
IV. Identification of and Charge to the School Safety Planning Team	5
V. School Safety Planning Team:	5
VI. Plan Review and Public Comment	6
VII. Program Initiatives	6
VIII. Training Drills and Exercises	6
IX. Implementation of School Security	7
A. Building Safety/Security	7
B. School Building Hall Monitor	8
C. Safety/Security Officer	8
X. Vital Educational Agency Information	9
XI. Early Detection of Potentially Violent Behaviors	10
XII. Dissemination of Information	10
XIII. Hazard Identification/Sites of Potential Emergencies	11
XIV. Notification and Activation (Internal and External Communications)	11
A. Contacting other educational agencies	12
B. Contacting Parents, Guardians in the Event of a Violent Incident	12
XV. Implied or Direct Threats of Violence, Acts of Violence and Response Protocols	12
A. Emergency Assistance from Local Government	13
B. Advice and Assistance from Local Government Officials	13
C. District Resources Available for Use in an Emergency	13
D. Coordination of District Resources and Manpower	14
XVI. Protective Action Options	15
A. Cancellation Prior to the Start of School	15
B. General Evacuation	15
C. General Go-Home Plan/Early Dismissal	15
D. General Shelter Plan	15
E. Evacuation of Disabled Students, Staff, and Visitors.....	16
F. Evacuation Areas	16
G. Weather Conditions and Evacuation	16

H. Re-Occupancy of a School Building17

XVII. Recovery.....17

A. School District Support for Buildings17

B. Disaster Mental Health Coordination17

C. DISTRICT – WIDE DISASTER SUPPORT TEAM:18

APPENDIX A18

APPENDIX B20

APPENDIX C28

**Central Islip Union Free School District
Central Islip, New York**

District-Wide Emergency Response Plan

I. General Considerations and Guidelines

Central Islip Union Free School District refuses to tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reports of incidents of violence will not be discriminated against. Using student and staff input, each building shall establish an appropriate mechanism for the anonymous reporting of school violence and harassment that will meet the needs of their student population (e.g., Internet, telephone hot line to Central Office or school, outside agency, suggestion box, etc.).

II. Purpose

The Central Islip Union Free School District District-Wide Emergency Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Central Islip Union Free School District Board of Education, the District Superintendent of Central Islip Union Free School District appointed a District-wide Emergency Response Team and charged it with the development and maintenance of the District-Wide Emergency Response Plan.

III. Concept of Operations

The Central Islip Union Free School District Emergency Response Plan is linked to the individual Building Level Emergency Response Plans in that it provides the framework for emergency response protocols upon which the Building Level Plans have been developed.

The Central Islip Union Free School District Board approved the original District-Wide School Safety Team on April 23, 2001 with additional members being approved on December 20, 2001. The Team consisted of individuals representing administrators, school safety officer, board member, teacher representatives, parent representative, student representative, union representatives, and outside agencies. On July 10, 2017, at the Central Islip Board of Education meeting a Chief Emergency Officer was appointed to oversee the District Emergency Plans. On August 1, 2016, SafeSchools informed the Chief Emergency Officer that a template is currently being developed for an updated district-wide emergency response plan for school districts to use throughout NYS.

The Emergency Response Team:

- Familiarized itself with the provisions of the SAVE Legislation, particularly those related to school safety planning
- Reviewed available supplemental information related to school safety planning
- Developed and implemented a work plan leading to the establishment of the Project Save District Level Plan conforming to the requirements specified in the SAVE legislation.
- Drafted the Project Save District Level Plan
- Conducted a Public Hearing on the Project Save District Level Plan in cooperation with the Central Islip School District Administration
- Assured sufficient time for public comment and considered such comment before finalizing the Plan for consideration by the Board
- Coordinated efforts with the Board Policy and the Safety Committees as necessary
- Completed activities in accordance with an implementation timeline
- Developed a list of required follow-up activities to fully implement safety planning related measures of **SAVE**

Pursuant to Commissioners Regulation, Section 155.17 (e) (3), the plan was made available for public comment on May 30, 2001.

The plan was adopted by the Central Islip Board of Education at its public meeting on July 2, 2001. It was subsequently mailed to the State Education Department within 30 days of its adoption. In January of 2013, the District Superintendent at the direction of the Board of Education established a team to review and revise the plan of 2001. The team met on numerous occasions submitting a revised plan for Board approval.

In the event of an emergency or violent incident, the initial response at an individual school will be by the Building-Level Emergency Response Team. The Building Level Emergency Response Team will follow the protocols and processes as delineated in the Building-Level Emergency Response Plans. Upon activation of the Building-Level Emergency Response Team, the Building Administrator or designee as delineated in the Building Level Plan will notify the District Superintendent or designee and if deemed appropriate under the protocols of the Building Level Emergency Response Plan and the District Level Emergency Plan, local emergency officials may be notified.

District representatives will meet periodically with county and state representatives to refine emergency response protocols and coordination of local, county and state resources for possible utilization in the event of a school emergency.

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

The Emergency Response Planning Team drafted a District-Wide Save Plan for Central Islip Union Free School District that conformed to requirements of the relevant provisions of the Safe Schools Against Violence in Education (SAVE) Act. The draft of the Project Save District Level Plan was submitted to the Central Islip Union Free School District Board of Education for adoption following a public hearing and comment period. The Team included representatives of the Board, students, parents, instructional staff, support staff, administrative staff, school safety personnel, and other personnel from outside agencies.

V. Plan Review and Public Comment

Project SAVE and the Code of Conduct hearings were conducted on May 23, 2001.

The Project Save Plan was submitted to the New York State Education Department in February 2003.

VI. Program Initiatives

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

- Foster open communications with students to encourage reporting potentially violent behaviors anonymously without fear of repercussion
- Inform students of the proper procedures to access staff
- Inform students that staff will be available to discuss any concerns and or problems
- Advise students of appropriate staff members to contact in the event of a conflict on the bus
- Inform students of existing youth-run programs, peer mediation programs, conflict resolution and student mentoring programs
- Inform the students of the district-wide policy regarding bullying, violence and harassment

Central Islip Union Free School District has created a district-wide policy regarding bullying, violence and harassment, which shall be disseminated to all staff and students on the first day of school.

Dignity for All Students Act (DASA)

- Staff members are to be trained in recognizing and effectively dealing with these behaviors
- Each building shall create clear and concise enforceable consequences for all inappropriate behaviors, which follow the Code of Conduct

VII. Training Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the District-Wide Emergency Response Team and the Building-Level Emergency Response Teams (BLERT), the following methods may be used:

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

Central Islip Union Free School District recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, Central Islip Union Free School

District will invite local agencies to participate in and to help us evaluate where appropriate. These agencies may include, but not be limited to, local Police and Fire Departments, Rescue and Ambulance Services and Local Emergency Management Offices.

Different personnel (faculty, custodial staff, office staff, administrators, and students) will participate in multi-hazard trainings, drills and exercises on an annual basis. The trainings, drills, and exercises should 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 BLERT. Following a training, drill, or exercise, participants will be debriefed. A report based on a summary of the events that took place after the training, drill, or exercise will be submitted to Central Administration.

Central Islip Union Free School District will make every effort to work with local and county emergency responders and preparedness officials to conduct building level drills and other exercises to test components of the Emergency Response Plan.

The building administrator in conjunction with the school based Emergency Response Team for each facility will establish an annual schedule of drills.

VIII. Implementation of School Security

A. Building Safety/Security

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

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

Central Islip Union Free 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. Central Islip Union Free School District shall establish and implement an ongoing mechanism to provide schools with the availability of school safety/security personnel for appropriate security in the hallways, entrances, exits, and parking lots. Building administrators and the Director of School Safety will review the security needs of their facilities and make recommendations to implement the required changes.

Central Islip Union Free School District provides appropriate staff, security devices and training available to all sites to ensure the safety and security of students, staff, and visitors. Security devices include, but are not limited to, cameras (internal/external), pendant alarms, (classrooms/offices), two-way radios, phones (regular/cell phones), and intercom systems. Central Islip Union Free School District shall promote an ongoing assessment of safety and security concerns of students, staff and visitors to maintain a safe learning environment.

B. School Building Hall Monitor

Hall monitors work in an atmosphere that is closely related to the educational process with constant contact with the student population. They provide a sense of smooth transition and security while students, staff, and visitors move about the halls in the Central Islip Union Free School District school buildings.

Teacher Aides or Teacher Assistants, and the number of hall monitors and their working hours are determined by building site as well as population needs. Central Islip Union Free School District follows all state mandates regarding the hiring and screening of school building hall monitors. The duties may include:

- Greet visitors and distribute passes
- Direct hall traffic (check all passes)
- Patrol hallway
- Patrol lavatories
- Door security
- Alert building administrator or his/her designee about altercations/situations
- Interaction/intervention as required
- Report vandalism and unsecured areas to building administrator or his/her designee
- Other duties specific to security purposes as determined by the building administrator

Required training and required knowledge shall include:

- School violence prevention and intervention training.
- Site-specific training including review of all manuals (e.g. Central Islip Union Free School District policies, School Safety Plan, Staff Handbook, etc)
- Right-to-know training

C. Safety/Security Officer

Safety/security officers regularly encounter a wide variety of safety and security related problems as they patrol Central Islip Union Free School District buildings and grounds to prevent the endangerment of students, staff, and visitors who lawfully enter Central Islip Union Free School District property. Safety/security officers are hired and managed by Central Islip Union Free School District or contracted for through an outside company, and the number of safety/security officers and their working hours are determined by building site/population needs. Central Islip Union Free School District follows all state mandates in the hiring and screening of safety/security officers.

The duties may include:

- Provide protection for students, staff and visitors
- Enforce Central Islip Union Free School District policies (i.e., smoking, weapons)
- Patrol parking lots, outside entrances and doorways, outside walkways and secured areas.

- Control flow of campus traffic, particularly at bus arrival/dismissal
- Oversee parking
- Conduct periodic checks of doors, windows and parking areas to prevent trespassing and vandalism
- Interaction/intervention with students, buses, etc. as required
- Direct hall traffic (check all passes)
- Greet visitors and distribute passes
- Provide information and directions as may be required
- Patrol hallways
- Patrol lavatories
- Intervene in the event of disturbances and contact appropriate officials
- Assist in restraining persons engaged in disorderly conduct and/or make civilian arrests
- Respond to emergencies such as bomb threats and building evacuations
- Assist in calming disturbances and crowd control
- Assist law enforcement officers in the performance of their duties
- Work with police and rescue personnel with medical emergency situations
- Bring any fire hazards and building safety problems to the attention of the building administrator
- Alert building administrator about altercations/problems
- Report vandalism and unsecured areas to building administrator
- Perform other duties specific to security purposes as determined by site

Required training and required knowledge shall include:

- State certification
- School violence prevention and intervention training
- Site-specific training (minimum half-day initial training/ongoing/annual refresher), including review of all manuals (e.g., Central Islip Union Free School District Policies, School Safety Plan, Staff Handbook, etc.)
- Right-to-know training

IX. Vital Educational Agency Information

Central Islip Union Free School District maintains the following listings regarding Vital Educational Agencies located within the Central Islip Union Free School District Supervisory District.

Central Islip Union Free School District Building and Staff Locations (see Appendix A) School District Enrollment (see Appendix B)

One recognized private school resides in Central Islip Union Free School District Supervisory District: Our Lady of Providence 82 Carleton Ave. Central Islip, NY 11722 Tel: (631) 234-6234

X. Early Detection of Potentially Violent Behaviors

Early detection of an anxiety state in a student may result in eliminating up to 85% of a potential crisis. Therefore, personnel involved with Central Islip Union Free School District students shall receive training on warning signs and symptoms of suicide and violent behavior.

- All new staff shall be trained in crisis prevention techniques within 30 days of hire
- Retraining shall be made available through Central Islip Union Free School District
- All staff shall be trained in recognizing signs and symptoms of potential violence using warning signs and videos
- 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. Central Islip Union Free School District shall implement a staff development program in order to assure that staff incorporates the necessary knowledge and skills to assure their own safety, as well as the safety of students and visitors. Training shall be implemented as follows:

- DASA: Dignity for All Students Act
- School violence prevention and intervention training including initial non-violent crisis intervention techniques and refresher courses
- Violence prevention training on regular conference days
- Right-to-know training (as required by law)
- Bloodborne pathogen training (as required by law)
- Additional building-based training based on site discretion and needs
- Knowledge of Central Islip Union Free School District Board Policies related to safety and security
- Knowledge of the District Level & Building Level Emergency Response Plans and specific roles related to plan
- Videos related to security and crisis situations
- Training in the use of security devices as needed

XI. Dissemination of Information

- Each Building Level Emergency Response Plan shall include mechanisms such as direct mailings, newsletters, meetings, open house presentations, and counseling sessions for disseminating materials regarding early detection of potentially violent behaviors
- Annual review of student handbook and Code of Conduct as early in the school year as practical
- Review and explanation of policies and procedures for bomb threat drills, intruder drills, and evacuation drills prior to actual drills
- Classroom and/or assembly orientations on security and safety issues approximately twice per year
- Nonviolent conflict resolution and peer mediation which are currently a part of the Central

Islip Union Free School District safety culture will continue to be available as part of the Building Level Plan

- School safety programs through Police and Fire Departments, LIPA and LIRR, □ Use of School Resource Officer (SRO) as available

XII. Hazard Identification/Sites of Potential Emergencies

The District Level Emergency Response Plan requires each building level emergency response team to identify sites of potential emergencies, including both internal and external hazards, that may warrant protective actions such as the evacuation and sheltering of the school population.

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

- Airports
- Long Island Railroad Facilities
- Highways & Related Thoroughfares
- Hazardous Waste Sites
- Areas prone to natural disasters
- Laboratory Facilities

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.

XIII. Notification and Activation (Internal and External Communications)

In the event of a violent incident, personnel will notify the Main Office regarding the nature of the incident and the need to call 9-1-1 for law enforcement agencies. Office personnel will immediately contact the Building's Principal and/or designee, Central Office and call 9-1-1 if a building administrator cannot be immediately reached. If the Main Office is involved with the incident, the alternative site as designated within the Building Level Emergency Response Plan will be utilized to call 9-1-1.

Central Islip Union Free School District recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each 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, etc. Each building level emergency response team will be responsible for reviewing and updating these responses and communicating them to students and staff.

Internal communication is also of prime importance and will be specifically defined in the Building Level Emergency Response Plan. Depending on the nature of the emergency, some of the communication methods

will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the District Emergency Response Team.

A. Contacting other educational agencies

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

B. Contacting Parents, Guardians in the Event of a Violent Incident

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

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

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

Each building shall develop a Building Level Emergency Response 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 a standard operating procedure for staff to be familiar with Building Level Emergency Plans to ensure each individual knows what to do in an emergency and how to do it should the need arise. Building Level Emergency Response 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, a District Wide schematic or other maps of the school interior, school grounds and road maps of the immediate surrounding area
- Establishment of internal and external communication systems in emergencies
- Definition of the chain of command
- Coordination of the Building Level Emergency Response 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 Level Emergency Response Plan begins with the adoption of basic preventative measures prior to a crisis. All personnel shall practice these measures on a daily basis.

- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering
- The building administrator or his/her designee should be notified immediately if anything looks suspicious
- After opening the room, staff should key the door in the locked position, 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 Central Islip Union Free School District employees have been trained in appropriate responses to emergencies including but not limited to bomb threats, hostage taking, intrusions and kidnapping, etc. Zero tolerance policies were considered and discussed at District-wide Emergency Response Team and Code of Conduct meetings. The District-wide Emergency Response team made the recommendation that zero tolerance policies will not be applicable to Central Islip Union Free School District student population. Alternatively, student incidents will be handled on a case-by-case basis.

A. Emergency Assistance from Local Government

Depending on the nature of the emergency, Central Islip Union Free School District may need to obtain assistance from local government agencies. During an emergency, Central Islip Union Free School District will contact 9-1-1 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, fire department, local police, private industry groups, and religious organizations, among others. These contacts will be clearly delineated in the Building Level Emergency Plans. The current Emergency Management Directory will be utilized and is included in Appendix A.

B. Advice and Assistance from Local Government Officials

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

C. District Resources Available for Use in an Emergency

Crisis Kits

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

Equipment: purchased by Buildings and Grounds for all schools.

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

Information: to be supplied by each school.

Binders with Emergency Response Plan
Central Islip Union Free School District telephone directory
Floor plans (including shut-offs)
School yearbook

D. Coordination of District Resources and Manpower

A Central Islip Union Free School District-Wide Emergency Response Team will be available when necessary to assist all school buildings in their response efforts. This team will be composed of the following Central Islip employees:

- District Superintendent
- Assistant Superintendent for Business
- Assistant Superintendent for Personnel
- Assistant Superintendent for Administration and Education
- Director of School Safety
- Director of Facilities III
- Director of Student Support Services
- Athletic Director

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

The New York State Homeland Security System for Schools will be adhered to as follows:

LEVEL RED – SEVERE RISK

- R1 - Closed school before opening.
- R2 - Closed school while in session
- R3 - Lockdown
- R4 - Short-Term Shelter in-place.
- R5 - Transfer to alternate location or emergency shelter.

LEVEL ORANGE – HIGH RISK

- O1 - Complete O2 and activate lockout procedures.
- O2 - Complete LEVEL YELLOW, Limit access to facilities; Review building use permits and evaluate field trips.

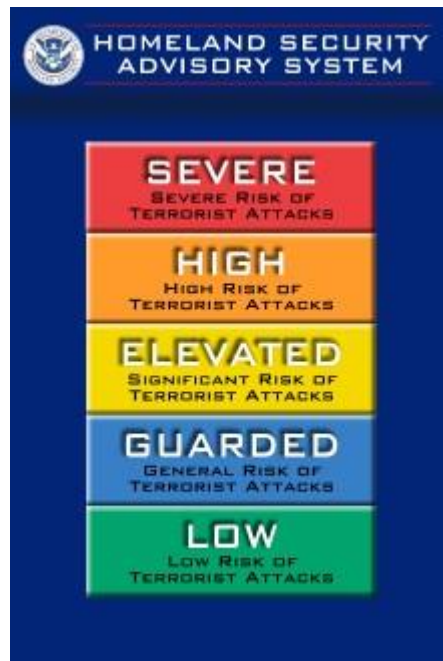
LEVEL YELLOW

- Review Building Use Permits.
- Confer with authorities for further action.

LEVEL BLUE Restrict Parking and Increase Surveillance.

LEVEL GREEN

Normal Operations



XVI. Protective Action Options

To account for the variable character of disaster emergencies and the extent of advance warning, there are four differing plans of action to ensure the health and safety of students, staff and visitors: A) School Cancellation, B) Evacuation (including evacuation of handicapped individuals), C) Early Dismissal, and D) Sheltering.

A. School Cancellation

The Superintendent shall make the decision to close schools/offices for the health, welfare, and safety of students, staff, and visitors. Notice will be given to parents and students through the use of radio and television stations and other appropriate procedures. Each building shall establish and implement notification chain for staff. As a general statement, staff is expected to report for service, as usual, unless specifically relieved via the notification chain.

B. Evacuation

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

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

C. Early Dismissal

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

- Students shall remain in their classrooms until called for bus loading. Classroom instruction should be continued whenever possible
- When appropriate, contact shall be made with parent/legal guardian or emergency drop off address to certify that an adult will be at home to receive the child
- Teachers and administrators shall assist in bus loading. Before any bus is permitted to leave, a check shall be done to see that all students designated to ride the bus are aboard

- Staff shall remain in the building until dismissed by an administrator. Upon leaving, all doors are to be closed and lights extinguished. Administrators, assisted by Custodial Staff shall be responsible for the final building check before leaving and locking doors
- In some instances, this procedure may result in delays before students reach their homes. Therefore, it might become necessary to implement *Sheltering*.

D. Sheltering

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:

Take cover

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

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

Off-Campus Shelter Sites

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

- Upon notification to evacuate, students, staff, and visitors shall immediately leave their building according to the fire drill exit plan posted near each door, or as directed
- Staff shall lead their students to a location determined by the building administrator
- Buildings should make prior arrangements with area hotels, motels, firehouses, churches, theaters, halls, etc. to serve as Designated Off-Campus Shelter Sites in the event indoor shelter is required. Additional housing is available through the American Red Cross Program

E. Evacuation of Disabled Students, Staff, and Visitors

Each Building Level Emergency 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 Emergency Response Plan.

F. Evacuation Areas

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

G. Weather Conditions and Evacuation

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

H. Re-Occupancy of a School Building

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

XVII. Recovery

A. School District Support for Buildings.

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

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

B. Disaster Mental Health Coordination

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

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

A. Emergency Management Directory

Central Islip Union Free School District Emergency Response Team:

Name	Title/Office	Phone
Dr. Howard Koenig	Superintendent	631-348-5000 x1001
Chris Brown	Asst. Superintendent of Personnel	631-348-5000 x1007
Kevin Miller	Asst. Superintendent of Business	63-348-5000 x1022
Sharon Dungee	Asst. Superintendent of Administration and Education	631-348-5000 x1002
Name cont.	Title/Office	Phone
Thomas Weiner	Director of School Safety	631-348-5000 x1013
Matthew Providente	Director of Facilities III	631-348-5000 x1010
Lawrence Philips	Athletic Director	631-348-5000 x1057
PO Tracy Mathis	SCPD School Resource Officer	631-852-8300
Christopher Pross	Central Islip Fire Marshall	631-234-9145
Joseph Correira	Commissioner of Board-CIFD	631-433-5528
Patrick Murphy	CIFD-2 nd Asst. Chief	631-236-8744
Alex Martinez	CIFD-Asst. Chief	631-813-0958

Suffolk County

Agency/Department	Office	Phone
<i>Fire Rescue & Emergency Services</i>	<i>Commissioner's Office (Nights, Weekends, Holidays) Emergency Preparedness Office</i>	<i>852-4850 852-4815 852-4900</i>
<i>Health Services</i>	<i>Information & Referrals (Days) (Nights, Weekends & Holidays) Poison Control</i>	<i>853-3000 853-5555 1-800-222-1222</i>
<i>Environmental Health Services</i>	<i>Administration (Nights, Weekends & Holidays)</i>	<i>853-3081 853-5555</i>
<i>Public Health</i>	<i>Administration Environmental Protection</i>	<i>853-3055 853-3074</i>
<i>Police</i>	<i>3rd Precinct</i>	<i>854-8300</i>
<i>Public Works</i>	<i>General Information Main Office (Nights, Weekends & Holidays)</i>	<i>852-4000 852-4010 852-4256</i>
<i>General Information County</i>		<i>853-5593</i>
<i>Division of Mental Hygiene</i>	<i>Community Response Team</i>	<i>853-3109</i>

New York State

Agency/Department	Office	Phone
<i>Environmental Conservation</i>	<i>Regional Office Hazardous Waste Enforcement 24-Hour Emergency Spill Hotline</i>	<i>444-0320 1-800-457-7362</i>
<i>Health Department</i>	<i>Environmental Health Information</i>	<i>1-800-458-1158</i>
<i>Labor Department Emergency Management Office</i>	<i>Safety & Health Regional Office</i>	<i>516-485-4409 518-457-2222</i>

Federal

Agency/Department	Office	Phone
<i>Federal Emergency</i>	<i>Management Agency (24 hours) On Scene Coordination</i>	<i>202-898-6100 212-225-7209</i>
<i>Occupational Safety & Health</i>	<i>Emergency number</i>	<i>516-334-3344 1-800-321-6742</i>
<i>Energy Department</i>	<i>Emergency Radiological Assistance</i>	<i>282-2200</i>
<i>Public Affairs Office</i>		<i>212-225-7707</i>

B. BUILDING LEVEL EMERGENCY RESPONSE TEAMS:

CENTRAL ISLIP SENIOR HIGH SCHOOL			
NAME	TITLE	CONTACT INFORMATION	EXT
Brett MacMonigle	Principal	631-348-5079	2010
Timothy Lynam	Assistant Principal	631-348-5079	2009
James Crawford	Assistant Principal	631-348-5079	2001
Michael Blum	Assistant Principal	631-348-5079	2007
Olivia DaSilva	Assistant Principal	631-348-5079	2002
Cynthia Fata	Psychologist	631-348-5079	2014
Gina Cramer	Social Worker	631-348-5079	2047
Lisa Gillard	Nurse	631-348-5079	2011
Ithmar Malave	Nurse	631-348-5079	2011
Christopher Marshall	Custodian	631-348-5079	2012
Jeanine Hughes	Secretary	631-348-5079	2000
Joseph Correira	Security	631-348-5079	2042
Frances Demonda	Teacher Rep	631-348-5079	2541
Kevin Spicer	Teacher Rep	631-348-5079	2620
Michelle Waite	PTA President	631-348-5079	2000
Nicole DelGaudio	Nurse	631-348-5079	2011

RALPH G. REED MIDDLE SCHOOL			
Matthew Matera	Principal	631-348-5066	3010
Jason Nemes	Assistant Principal	631-348-5066	3001
Donald Bahr	Assistant Principal	631-348-5066	3002
Mariana Gil	Assistant Principal	631-348-5066	3019
Dr. Wendy Rothman	Psychologist	631-348-5066	3014
Marina Hernandez	Social Worker	631-348-5066	3015
Denise Booker	Nurse	631-348-5066	3011
Marlene Hill	Nurse	631-348-5066	3011
Lynne McNamara	Secretary	631-348-5066	3000
Frank Pagnotta	Custodian	631-348-5066	3012
Barbara Braccioletta	PTA President	631-348-5066	3000
John Chiuchiolo	Security	631-348-5066	3000
	Teacher Rep		
ANTHONY ALFANO ELEMENTARY SCHOOL			
Leila Holmes	Principal	631-348-5139	5410
Carmen Vazquez	Assistant Principal	631-348-5139	5401
Laura Mitchell	Secretary	631-348-5139	5400
Dr. Billotti	Psychologist	631-348-5139	5414
Edgar Escobar	Social Worker	631-348-5139	5415
Renee Johnson	Nurse	631-348-5139	5411
Jennifer Dudley	Nurse	631-348-5139	5411
Yasser Cabrera	Security	631-348-5139	5400
Michael LaVecchia	Security	631-348-5139	5400
Fred Moss	Custodian	631-348-5139	5412
Regina Ronaldo	PTA President	631-348-5139	5400
Josette Crean	Teacher Rep	631-348-5139	5400
Jack Seabury	Teacher Rep	631-348-5139	5400
Katie Paladino	Teacher Rep	631-348-5139	5400
CORDELLO AVENUE ELEMENTARY SCHOOL			
Brenda Jackson	Principal	631-348-4189	5210
Megen Davey	Secretary	631-348-4189	5200
Hali Schneider	Psychologist	631-348-4189	5214
Ivette Barbosa	Social Worker	631-348-4189	5215
Kelli Pasha	Nurse	631-348-4189	5211
Jean Zamor	Security	631-348-4189	5200
Jason Schafer	Security	631-348-4189	5200
Alphonse Pagnotta	Custodian	631-348-4189	5212
Tammy Walsh	PTA President	631-348-4189	5200
Dawn Nappi	Teacher Rep	631-348-4189	5200
Nicole Lefferts	Teacher Rep	631-348-4189	5200

ANDREW T. MORROW ELEMENTARY SCHOOL			
Dr. Neema Coker	Principal	631-348-5037	5010
Dr. Deena Miller	Psychologist	631-348-5037	5014
Keith Ayling	Custodian	631-348-5037	5012
Emelia Theodate	Nurse	631-348-5037	5011
Christopher Carlozzo	Social Worker	631-348-5037	5015
Lizette Pagan	Secretary	631-348-5037	5000
Chandrika Kanhai	Security	631-348-5037	5000
Tracy Nixon	Security	631-348-5037	5000
Maureen Esposito	PTA President	631-348-5037	5000
Danielle Colozzo	Teacher Rep	631-348-5037	5000
CHARLES A. MULLIGAN ELEMENTARY SCHOOL			
Dr. Tracy Hudson	Principal	631-348-5041	4010
Lance Johnson	Assistant Principal	631-348-5041	4001
Leida Morales	Secretary	631-348-5041	4000
Norma Brigido-Zavala	Psychologist	631-348-5041	4014
Sophie Blanco	Social Worker	631-348-5041	4015
Gina Poulin	Nurse	631-348-5041	4012
Mary Novellano	Security	631-348-5041	4000
John Donnadio	Security	631-348-5041	4000
John Proscia	Custodian	631-348-5041	4012
Leida Morales	PTA President	631-348-5041	4000
Marlene LHommadiou	Teacher Rep	631-348-5041	4000
Karen DiGiaino	Teacher Rep	631-348-5041	4000
Anthony Mannese	Teacher Rep	631-348-5041	4000
MARGEURITE MULVEY ELEMENTARY SCHOOL			
Jessica Iafate	Principal	631-348-5059	5310
Marge Carney	Secretary	631-348-5059	5300
Dr. Barbara Leshinger	Psychologist	631-348-5059	5314
Ruth Tamayo	Social Worker	631-348-5059	5315
Catherine Laureano	Nurse	631-348-5059	5311
James Grimes	Security	631-348-5059	5300
Deborah Howard	Security	631-348-5059	5300
Tim McMaster	Custodian	631-348-5059	5312
Stacy Crane	PTA President	631-348-5059	5300
Christine Wesnofske	Teacher Rep	631-348-5059	5300
Jessica Schneider	Teacher Rep	631-348-5059	5300
FRANCES J. O'NEILL ELEMENTARY SCHOOL			
Kristine LoCascio	Principal	631-348-5060	5110
Judith Pietro	Secretary	631-348-5060	5100

Dr. Maryanne Schwarz	Psychologist	631-348-5060	5114
Melanie Tran	Social Worker	631-348-5060	5115
Jannet Ortiz	Nurse	631-348-5060	5111
Michael Markowski	Security	631-348-5060	5100
John O'Shaughnessy	Custodian	631-348-5060	5112
Lorena Amaya	PTA President	631-348-5060	5100
Nicole Hamblin	Teacher Rep	631-348-5060	5100

APPENDIX C

AGENCIES WHERE BUILDING LEVEL PLANS ARE FILED

Agency	Contact Person	Address
NYS Education Dept. Health & Pupil Services	NYS Director	Room 318 M-EB Washington Avenue Albany, NY 12234
Central Islip Public Library	Library Director	33 Hawthorne Avenue Central Islip, NY 11722
NYS Police	Sgt. O'Keefe INFO@SAFESCHOOLS.NY.GOV	7140 Republic Airport Troop L Headquarters Farmingdale, NY 11735
SCPD 3rd Precinct	Precinct Commander	1630 5th Avenue Bayshore, NY 11706
Central Islip Fire Department	Fire Chief	97 Carleton Ave. Central Islip, NY 11722