



Superintendent of Schools

John V. Dolan

Board of Education

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PROMULGATION STATEMENT

The East Islip Union Free School District is committed to the safety and security of students, faculty, staff, and visitors on its campus. In order to support that commitment, the School Board has asked for a thorough review of The East Islip Union Free School District emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human caused disasters.

The District Safety Plan that follows is the official plan of The East Islip Union Free School District. It is a result of a comprehensive review and update of school policies in the context of its location in New York and in the current world situation. We support its recommendations and commit the school's resources to ongoing training, exercises, and maintenance required to keep it current. This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the school community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.

EMERGENCY AND CRISIS RESPONSE PLAN APPROVAL AND IMPLEMENTATION

This Emergency and Crisis Response Plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

John V. Dolan
Superintendent of Schools

Date

President, Board of Education

Date

THE EAST ISLIP

C. Concept of Operations

The School Safety Plan is implemented as a matter of protocol. The activation of the Plan triggers the notification of the chain of command and the assessment of the activation of elements of the Plan.

The School Safety Plan was developed through analysis of the local environment, emergency potential, and available resources. Through training and workshops that included school employees, administration, and local emergency services, the plan has been developed to address the specific needs of the East Islip Union Free School District and the community.

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the School Emergency Response Team. The Building Principal is responsible for notifying the Superintendent, or the highest-ranking person in the chain of command. This notification shall be accomplished through the use of telephone or the district's radio network.

Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall also be notified through the office of the District Security Consultant.

County and state resources supplement the building's emergency action planning in a number of ways:

- State and local law enforcement provide building reviews and employee training.
- Local law enforcement and emergency services may participate in planning and training exercises and develop strategies for managing building-level emergencies.
- A protocol exists for the school district to use certain facilities for sheltering during times of emergencies.
- A protocol exists for the use of community mental health resources during post – incident response.
- The Suffolk County Police Department shall be provided with diagrams of all school buildings prior to any emergencies.

D. Plan Review and Public Comment

This plan shall be adopted by the Board of Education pursuant to the Commissioner's regulations.

Full copies of the Building Safety Plan and any amendments shall made available to the New York State Education D am o a a m dio » 1 mis

3. Coordinate with local emergency operation plans and community resources
4. Aid in recovery from disasters

B. The goals of The East Islip Union Free School District are to:

1. Provide emergency response plans, services, and supplies for all facilities and employees
2. Ensure the safety and supervision of students, faculty, staff and visitors to the school.
3. Restore normal services as quickly as possible.
4. Coordinate the use of school personnel and facilities.
5. Provide detailed and accurate documentation of emergencies to aid in the recovery process.

RISK REDUCTION/PREVENTION AND INTERVENTION

A. Facilities Initiatives

The school has attempted to enhance the security of its facilities through a number of initiatives, including the following:

- The school has developed a visitor sign-in procedure and requires the use of visitor ID badges.
- The school uses an employee identification badge system.
- The school has developed a single point of access for

system.

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- B. Evacuation or in-place sheltering is typically limited to the immediate area of the emergency.
- C. Warning and public instructions are provided in the immediate area, not community-wide.
- D. One or more emergency response agencies or departments acting under an IC normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
- E. May require external assistance from other emergency response agencies or contractors.
- F. May require community-wide warning and public instructions.
- G. The EOC may be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

Disaster: A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

- A. Involvement of a large area, a sizable population, and/or important facilities.
- B. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- C. Requires community-wide warning and public instructions.
- D. Requires a response by all local response agencies operating under one or more ICs.
- E. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- F. The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

Hazard Analysis: A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

Hazardous Material (Hazmat): A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Hazmats include toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

Inter-Local Agreement: These are arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. This is commonly referred to as a mutual aid agreement.

Standard Operating Procedure (SOP): SOPs are approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

Assumptions: Assumptions reveal the limitations of the Safety Plan by identifying what was assumed to be true during development. These allow users to foresee the need to deviate from the plan if certain assumptions prove not to be true during operations.

- A. The East Islip Union Free School District will continue to be exposed to and subject to the impact of those hazards described in the Hazard Analysis as well as, lesser hazards and others that may develop in the future.
- B. It is possible for a major disaster to occur at any time or place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- C. A single site emergency (e.g. fire, gas main breakage, etc.) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from the local response agencies. Action is required immediately to save lives and protect school property.
- D. Following a major or catastrophic event, the school will have to rely on its own resources to be self-sustaining for up to 72 hours.
- E. There may be a number of injuries of varying degrees of seriousness to faculty, staff and/or students. However, rapid and appropriate response will reduce the number and severity of injury.
- F. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for thees 12 Tf17pTm(a)7(k)-20(e)7(s)-6()-82(t)7(i)7(m)7(e)

is essential to ensure that emergency responder services are delivered to schools in a timely and effective manner. The East Islip UFSD recognizes that staff and students will be first responders during an emergency. Adopting NIMS will enable staff and students to respond more effectively to an emergency and enhance communication between first responders and emergency responders. The East Islip UFSD will work with Suffolk County and Town of Islip government to become NIMS compliant. NIMS compliance for school districts includes the following:

- Institutionalize the use of the Incident Command System – staff and students tasked in the plan will receive IS-0100.c: Introduction to the Incident Command System (ICS 100) for Schools. ICS-100 is a web-based course available free from the Emergency Management Institute. All persons tasked in the basic plan or annexes will take the ICS-100 course.
 - Complete NIMS awareness course IS-700 NIMS: An introduction. IS-700 is a web-based course available from the Emergency Management Institute. All persons tasked in the basic plan or annexes will take the IS-700 course.
 - Participate in local government’s NIMS preparedness program.
- I. Personnel tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. The school is charged with ensuring the training and equipment necessary for an appropriate response.
- J. This plan is based upon the concept that the emergency functions that must be performed by the school generally parallel somely 7(1)7(8(t)7(he)7(e)7(rforms)-6((t)7(hn(e)713(t)7(i)-41(s)-6(rd)-

following options exist:

- A. Request assistance from volunteer groups active in disasters.
- B. Request assistance from industry or individuals who have resources needed to assist with the emergency situation.

Incident Command System

1. The East Islip UFSD intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
2. The Incident Commander is responsible for carrying out the ICS function of command-managing the incident. The IC may be the superintendent or the building principal initially but may transfer to the appropriate emergency responder agency official. In order to clarify the roles, the school official in charge will be known as the School Commander. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger emergencies, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.
- 3.

Emergency Response Teams assist the Incident Commander in managing an emergency and providing care for school employees, students and visitors before local emergency services arrive or in the event of normal local emergency services being unavailable. The Emergency Response Teams are included in the Appendix.

PHASES OF EMERGENCY MANAGEMENT AND ASSIGNMENT OF RESPONSIBILITIES

For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, school staff, and other school personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the school that possesses the most appropriate knowledge and skills. Other school personnel may be assigned support responsibilities for specific emergency functions.

The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to teachers, emergency services, and support services. Additional specific responsibilities can be found in the functional annexes to this basic plan.

This plan addresses emergency actions that are conducted during all four phases of emergency management.

Phase I - Mitigation/Prevention

Mitigation/Prevention addresses what can be done to reduce or eliminate risk to life and property.

The East Islip Union Free School District will conduct mitigation/prevention activities as an integral part of the school safety program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are:

- Hazard Analysis
- Identifying hazards
- Analyzing hazards
- Mitigating/preventing hazards
- Monitoring hazards
- Student Prevention Programs

The school has developed a Crisis Intervention/Response Plan.
The district has a chapter of Students Against Destructive Decision-Making.
Presentations on suicide prevention
In-district psychologists, social workers
Student Council
Athletic Code of Conduct
Drug and Alcohol Counseling

Responsibilities of the Superintendent

- Initiate, administer, and evaluate safety programs to ensure the coordinated response of all schools within the system.
- Implement the policies and decisions of the governing body relating to emergency management.

Emergency Operations Planning Team

- In conjunction with the district and local emergency services create and maintain the Emergency Operations Plan.

Teachers

- Implement Character Education, Social Skills Development and Positive Decision-Making

- f. Revise this plan as necessary.

Responsibilities of the School Board

- Establish objectives and priorities for the school safety program and provide general policy guidance on the conduct of that program.
- Review school construction and renovation projects for safety.
- Appoint a District Emergency Management Coordinator to assist in planning and review.

The Superintendent

- Obtain a resolution from the local school board giving needed authority and support to develop school emergency operations programs and plans.
- Authorize immediate purchase of outside services and materials needed for the management of emergency situations.
- Implement the policies and decisions of the governing body relating to emergency management.
- Coordinating communication between school staff, law enforcement and first responders.
- Ensuring that all district staff understand the district-wide safety plan.
- Ensuring that building level plans are completed, reviewed annually and updated as needed.

The District Emergency Management Coordinator

- Establish a school safety plan review committee to approve and coordinate all emergency response plans.
- Serve as the staff advisor to the superintendent and principals on emergency management matters.
- Keep the superintendent and principals apprised of the preparedness status and emergency management needs.
- Coordinate local planning and preparedness activities and the maintenance of this plan.
- Prepare and maintain a resource inventory.
- Arrange appropriate training for district emergency management personnel and emergency responders.
- Coordinate periodic emergency exercises to test emergency plans and training.
- Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- Serve as the school's Emergency Management Coordinator.
- Organize the school's safety program and identify personnel, equipment, and facility needs.
- Encourage incorporation of emergency preparedness material into regular Curriculum.
- Provide copies of the school plan to the superintendent and other authorized parties.
- Monitor developing situations such as weather conditions or incidents in the community that may impact the school.
- Create "Go Bags" for each school with appropriate maps, floor plans, faculty and student rosters, photos, bus routes, and other pertinent information to help manage the emergency.

The School Principals

- Ensure that the building plan is coordinated with the district's plans and policies.
- Assign selected staff members to the Emergency Operations Planning Team who will

develop the school's emergency operations plan.

- Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- Conduct drills and initiate needed plan revisions based on outcomes of drills.
- Assign school emergency responsibilities to staff as required. Such responsibilities include

- Visually check rooms and areas along the path of exit for persons who may not have received the evacuation notice. This process should not disrupt the free flow of students out of the building.
- Maintain order while in student assembly area.
- Verify the location and status of every student. Report to the incident commander or designee on the condition of any student that needs additional assistance. Attendance must be taken for proper accountability of all students.
- Remain with assigned students throughout the duration of the emergency, unless otherwise assigned through a partner system or until every student has been released through the official "student/family reunification process."

Technology/Information Services (Technology Director and Building Technology Staff)

- Coordinate use of technology.
- Establish and maintain computer communication with the central office and with other agencies capable of such communication.

The School Incident Commander

- Assume command and manage emergency response resources and operations at the incident command post to resolve the emergency situation until relieved by a more qualified person or the appropriate emergency response agency official.
- Assess the situation, establish objectives and develop an emergency action plan.
- Determine and implement required protective actions for school response personnel and the public at an incident site.
- Appoint additional staff to assist as necessary.
- Work with the emergency services agencies in a Unified Command.

Phase IV Recovery

Recovery deals with how to restore the learning and teaching environment after a crisis. If a disaster occurs, the East Islip UFSD will assist our community partners as needed during the recovery phase that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the school and provide for the basic needs of the staff and students, including providing mental health services. Long-term recovery focuses on restoring the school to its normal state.

Responsibilities of the Superintendent

- Coordinate emergency assistance and recovery with first responders.

The District Emergency Management Coordinator

- Serve as the staff advisor to the superintendent and principals on emergency management matters.
- Keep the superintendent and principals apprised of the preparedness status and emergency management needs.

- Conduct debriefings at the conclusion of each emergency to critique the effectiveness of the emergency operations plan.

EMERGENCIES OCCURING DURING SUMMER OR OTHER SCHOOL BREAKS

If the school administrator or other emergency response team member is notified of an emergency during the summer, the response usually will be one of limited school involvement. In that case, the following steps should be taken:

- a. Institute the phone tree to disseminate information to Emergency Response Team members and request a meeting of all available members. The phone tree is located in Appendix.
- b. Identify close friends/staff most likely to be affected by the emergency. Keep the list and recheck it when school reconvenes.
- c. Notify staff or families of students identified in letter b and recommend community resources for support.
- d. Notify general faculty/staff by letter or telephone with appropriate information. Schedule appropriate meeting(s) for an update the week before students return to school.
- e. Be alert for repercussions among students and staff. When school reconvenes, check core group of friends and other at-risk students and staff, and institute appropriate support mechanisms and referral procedures.

DIRECTION AND CONTROL

1. General

The principal is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. In most situations, the principal will assume the role of Incident Commander. During disasters, he/she may carry out those responsibilities from the ICP.

The District Emergency Management Coordinator will provide overall direction of the response activities of the school. During emergencies and disasters, he/she will normally carry out those responsibilities from the ICP.

The Incident Commander assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post until local emergency services arrive.

During emergency operations, the school administration retains administrative and policy control over their employees and equipment. However, personnel and equipment to carry out mission assignments are directed by the Incident Commander. Each emergency services agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocol and Unified Command,

- B. The agreements and contracts pertinent to emergency management that this school is party to are summarized in the Appendix.

PLAN DEVELOPMENT AND MAINTENANCE

Plan Development and Distribution of Planning Documents

- A. The District Wide Safety Team is responsible for the overall development and completion of the School Emergency and Crisis Response Plan, including annexes. The East Islip UFSD Board of Education is responsible for approving and promulgating this plan.
- B. Distribution of Planning Documents
 - 1. The principal shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those tasked in this document.
 - 2. The basic plan should include a distribution list that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes the emergency management organization and basic operational concepts. The distribution list for the Basic Plan is located in the Appendix.
- C. Review
 - 1. The basic plan and its annexes shall be reviewed periodically by the District Wide Safety Team and others deemed appropriate by school administration.
 - 2. Update
 - a. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.
 - b. The basic plan and its annexes must be revised or updated as necessary. Responsibility for revising or updating the basic plan is assigned to the District Wide Safety Team.
 - c. The District Office is responsible for distributing all revised or updated planning documents to everyone tasked in those documents.

Annexes and Appendices

Information contained in these sections are deemed highly confidential and the disclosure of such pose a serious threat to the safety and security of the students and staff members.

Appendix A

Public Employer Health Emergency Plan
for East Islip School District

Promulgation

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Interdependency of a one function to others

The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the East Islip City School District have been identified as:

Information Technology	Provides all hardware and software for the school community. Maintains the school's network, phone, and other notification systems, HVAC systems, payroll and accounts payable systems, as well as housing data that is essential to the ongoing operation of the district.	1
Maintenance	Provides repair and uptime continuation of systems such as water, lavatories, kitchens, generators, HVAC systems, and snow removal as necessary to maintain safe access to the buildings.	1
Central District Office	Provides payroll and accounts payable functions to keep essential employees paid and keep essential supply orders flowing. Also coordinates district wide communications, safety teams, and vendor/contractor responses. Supervises and coordinates all curriculum, instruction and human resource functioning	2
Crisis Intervention Team	Coordinates and provides necessary mental health needs for students, staff, and families.	2
Transportation	Provides immediate transport of students to/from school as directed in the onset of the emergency. Follow-up roles include delivery of food, medical supplies, and learning materials in the event of a long-term closure.	3
Food Service	Provide meals for children in need.	3
Security	Oversees and provides security to all employees and buildings in district.	1

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Information Technology	Exec. Director of Students Achievement & Instructional Technology Technicians	Exec. Director of Technology establishes all priorities for IT tasks, organizes staff and ensures uptime of essential equipment necessary to keep operations running and coordinates moves to secondary data centers and/or data disaster recovery in order to restore systems that may go down. IT staff members provide support in setting up hardware and software, network management, and help desk support and ticket escalation and resolution.
Maintenance	The Asst. Plant & Facilities Director Maintenance Crew Leader Chief/Head Custodian Custodial aides/Custodians/Ground Maintenance/Building Maintenance Mechanic	The Asst. Plant & Facilities Director establishes all priorities for maintenance and cleaning tasks and organizes staff. (t)-14

Central District
Office

A.

- b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
- c. See the section on Cleaning and Disinfection for additional information on that subject.
- 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent shall designate an individual or team of individuals to inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
- 4. The Superintendent must be notified of an employee or contractor who has tested positive for the communicable disease and will ensure that all required protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will have the opportunity to clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected throughout the day.
 - b. The Chief/Head Custodian will be responsible for ensuring proper cleaning and disinfecting protocols are adhered to.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

It is our practice that employees of the East Islip School District will not be charged with leave time for testing and receiving a positive COVID result. Employees will be provided with up to two weeks (80 hours) of paid COVID leave at the employee's regular rate of pay for a period which the employee is unable to work due to mandatory or precautionary quarantine/isolation order (in accordance with federal, state, or local orders or advice of a healthcare provider).

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and

on-