



District-wide Safety Plan 2018 – 2019

Superintendent of Schools

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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 aNa0 1 44enance r[h4 51

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**THE EAST ISLIP UNION FREE SCHOOL DISTRICT DISTRICT-WIDE SCHOOL
SAFETY PLAN**

Project 14

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and

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.

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.

D. Plan Review and Public Comment

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

Full copies of the Building Safety Plan and any amendments shall be made available to the New York State Education Department via the District's portal or upon request.

This plan shall be reviewed periodically and maintained by the District-wide School Safety Team and the School Safety Team. The required annual review shall be completed on or before September 1 of each year after its adoption by the Board of Education.

E. Mission and Goals

A. The mission of The East Islip Union Free School District in an emergency/disaster is to:

1. Protect lives and property
2. Respond to emergencies promptly and properly
3. Coordinate with local emergency operations 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

Explanation of Terms

Acronyms:

AED: Automated External Defibrillator

CERT:

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. Involves 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 Procedures (SOP): SOP's 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 Summary, 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, and at any 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, i.e.: 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 your local response agencies. Action is required immediately to save lives and protect

school property.

D.

limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

OPERATIONAL GUIDANCE

Initial Response

1. School personnel are usually first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the emergency until it is resolved

2. In the event of a fire, any one discovering the fire shall activate the building fire alarm system. Unless there is a lock down / out incident or a shelter in place incident in progress, the building shall be evacuated. In the event that a lock down or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire.
3. In the event the School is in receipt of information, such as a weather warning that may affect a school within the district, the information shall be provided to the school District Superintendent. Specific guidelines are found in the individual annexes and appendices.

Training and Exercise

1. The East Islip UFSD understands the importance of training, drills and exercises in the

Source and Use of Resources

The East Islip Union Free School District will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the 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.

Determining and implementing protective measures (evacuation or in-place sheltering) for the district/school staff and students in the immediate area of the incident and for emergency responders at the scene.

Implementing traffic control arrangements in and around the incident scene.

Requesting additional resources from the EOC. The EOC is generally responsible for:

1. Providing resource support for the incident command operations.
2. Issuing community-wide warning
3. Issuing instructions and providing information to the general public
4. Organizing and implementing large-scale evacuation.

Organizing and implementing shelter and massive arrangements for evacuees.

In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

ORGANIZATIONAL STRUCTURE FOR EMERGENCY MANAGEMENT

Most schools have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. School organization for emergencies include an executive group, emergency operations planning team, emergency response teams, emergency services, and support services.

Executive Group

The Executive Group provides guidance and direction for school safety programs and for emergency response and recovery operations. The Executive Group includes the Superintendent, District Emergency Management Coordinator, Assistant Superintendent, Director of Instruction, the Plant/Facilities Administrator, School Principals and others designated in this plan or by the Superintendent of Schools.

Emergency Operations Planning Team

The Emergency Operations Planning Team develops emergency operations plan for the district or schools, coordinates with local emergency services to develop functional annexes as well as annexes for specific hazards, coordinates The East Islip Union Free School District planning activities and recruits members of the school's emergency response teams. There will be an EOPT at the district level and planning team at each school. The Emergency Operations Planning Team at the school level includes District Emergency Management Coordinator, Principal, School Resource Officer, Counselor(s), and Nurses(s). The emergency operations planning team members are listed in Appendix.

Emergency Response Team

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.

Program Initiatives

The district has developed a number of programs and activities to aid in risk reduction. These initiatives span from Kindergarten through 12th

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 Curricula with K-12 students.

Implement Health Education Curricula.

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

Assist in establishment/maintenance of emergency communications network.

Establish and maintain, as needed, a stand-

management.

Coordinating communication between school staff, law enforcement and first responders.

Ensuring that all district staff understand the district-wide safety plan.

- f 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 exer/9rintende0 1 108.02 nde0 1 m5(te lhnte)40m/F1TJETqQ1 0 0 dl(e)4

Establish a buddy system for students and teachers with disabilities.

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

Assist in establishment/maintenance of emergency communications network.

Assist in obtaining needed student and staff information from the computer files.

Establish and maintain computer communication with the central office and with other agencies capable of such communication.

Transportation

Establish and maintain school division protocols for transportation-related emergencies.

Establish and maintain plans for the emergency transport of district personnel and students

Train all drivers and transportation supervisory personnel in emergency protocols involving buses.

Emergency Operations Planning Team

Provide assistance during an emergency and in accordance with designated roles.

Crisis Response Teams

Assist the superintendent and principal during an emergency by providing support and care for school employees, students and visitors during an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable.

Provide the following functions when necessary and when per-209(p[)TJ9(g)10()40he)-207(fi8(a)

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.

Emergency Operations Planning Team

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

EMERGENCIES OCCURRING 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 #2 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

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, may be adopted to facilitate a coordinated effort.

If the school's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the State should be

