

**South Country Central School District  
East Patchogue, New York**

**Project Save District Level Plan**

**I. General Considerations and Guidelines**

South Country Central 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 South Country Central School District District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the South Country Central School District Board of Education, the District Superintendent of South Country Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

**III. Concept of Operations**

The South Country Central School District, Save District Level Plan is linked to the individual Project Save Building Level Plans in that it provides the framework for emergency response protocols upon which the Building Level Plans have been developed.

The South Country Central School District Board approved the District-wide School Safety Team on November 15, 2000 with additional members being approved on December 20, 2000. The Team consisted of individuals representing administrators, school safety officer, board member, teacher representatives, parent representative, student representative, union representatives, and outside agencies.

The 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 South Country Central 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 Committee's as necessary
- Completed activities in accordance with a implementation timeline, and
- Developed a list of required follow-up activities to fully implement safety planning related measures of SAVE

The Team met on numerous occasions to develop the Project Save District Level Plan. The team was divided into three sub-committees for the initial work, with the final plans being reviewed by the entire committee. The team met on January 31, 2001, February 16, 2001, March 27, 2001, April 2, 2001 and April 18, 2001.

In the event of an emergency or violent incident, the initial response at an individual school will be by the School Emergency Response Team. The School Emergency Response Team will follow the protocols and processes as delineated in the Project Save Building Level Plan. Upon activation of the School Emergency Response Team, the Building Administrator or designee as delineated in the Project Save Building Level Plan will notify the District Superintendent or designee and if deemed appropriate under the protocols of the Project Save Building Level Plan and the Project Save District Level 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 School Safety Planning Team drafted a District wide Save Plan for South Country Central 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 South Country Central School District Board 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.

School Safety Planning Team:

Bruce Kollmar	Director of Finance-Central Office
Arlene Crandall	Director of Student Support Services-Old Central Office
Denis DeSesa	Principal-Bellport Middle School
Jayne Guercio	Parent Member
Fred Hermann	South Country Central School District Health & Safety Officer
Debbie Jones	BTAA-Brookhaven Elementary
Matthew Kinigson	Teacher-Bellport High School
Annette Maillard	Principal-Frank P. Long Intermediate School
Michael Morgan	Superintendent of Buildings & Grounds-Central Office
Cari Negri	Teacher-Frank P. Long Intermediate School
Paul Pontieri	Assistant Principal- Bellport High School

Richard Terwilliger	Maintenance-Central Office
Barbara Schatzman	Teacher-Brookhaven Elementary School
Sue Santanastaso	Parent Member (PTA Council)
Christina Trotta	Student-Bellport High School
Brian Walsh	Director of Human Resources
James Watson	Board Member

## **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:

- All faculty and staff will 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/problems
- Advise students of appropriate staff members to contact in the event of a conflict on the bus, and
- Inform students of existing youth-run programs, peer mediation programs, conflict resolution and student mentoring programs

South Country Central 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.

- All staff members must be trained in recognizing and effectively dealing with these behaviors, and
- 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 School Safety Team and the Building-Level Emergency Response Team, at a minimum, the following methods may be used:

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

South Country Central School District recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, South Country Central School District will invite local agencies to participate in and to help evaluate all exercises. 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 will focus on the various components of the Emergency Response Plan and will be used in conjunction with Emergency Response Code Procedures, emergency communications, evacuations, and the District Incident Command System to test the components of the plan. A schedule of training, drills and exercises will be established by each building safety team. Following a training, drill, or exercise, participants will be debriefed.

South Country Central 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 for each facility will establish an annual schedule of drills.

## **VIII. Implementation of School Security**

### **A. Building Safety/Security**

South Country Central 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 South Country Central School District property. South Country Central 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, and
- Establishing procedures for building access which limit entrances, with all other entrances locked from the outside

South Country Central 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. South Country Central 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 will review the security needs of their facilities and make recommendations to implement the required changes.

South Country Central 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), metal detectors (handheld wands/walk-through metal detectors), pendent

alarms, panic buttons (classrooms/offices), two-way radios, detection alarms, phones (regular/cell phones), and intercom systems.

South Country Central 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 a 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 South Country Central School District school buildings. Hall monitors are Teacher Aides or Teacher Assistants, and the number of hall monitors and their working hours are determined by building site/population needs. South Country Central School District follows all state mandates and utilizes independent screening by an outside organization regarding the hiring and screening of school building hall monitors. The duties include:

- Greet visitors and may distribute passes
- Direct hall traffic (check all passes)
- Patrol hallway
- Patrol lavatories (not clean them)
- 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, and
- 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 including initial non-violent crisis intervention training (CPI training) and refresher courses
- Site-specific training (minimum half-day initial training/ongoing/annual refresher) including review of all manuals (e.g. South Country Central 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 South Country Central School District buildings and grounds to prevent the endangerment of students, staff, and visitors who lawfully enter South Country Central School District property. Safety/security officers are hired and managed by South Country Central 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. South Country Central School District follows all state mandates and utilizes independent screening by an outside organization regarding the hiring and screening of safety/security officers. At the discretion of the building administrator, the duties may include:

- Provide protection for students, staff and visitors
- Enforce South Country Central School District policies (i.e.,smoking, weapons)
- Patrol parking lots, outside entrances and doorways, outside walkways and secured areas (e.g., automotive corrals)
- Control flow of campus traffic, particularly at bus arrival/dismissal
- Oversee parking
- Conduct periodic checks of doors, windows and parking areas to prevent trespassing and vandalism
- Interaction/intervention with students, buses, etc. as required
- Direct hall traffic (check all passes)
- Greet visitors and distribute passes
- Provide information and directions as may be required
- Patrol hallways
- Patrol lavatories
- Intervene in the event of disturbances and contact appropriate officials
- Restrain persons engaged in disorderly conduct and/or make civilian arrests
- Respond to emergencies such as bomb threats and building evacuations
- 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, and
- 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, including initial non-violent crisis intervention training (CPI training) and refresher courses
- Site-specific training (minimum half-day initial training/ongoing/annual refresher), including review of all manuals (e.g., South Country Central School District Policies, School Safety Plan, Staff Handbook, etc.)
- Right-to-know training, and
- Blood borne pathogen training

### **IX. Vital Educational Agency Information**

South Country Central School District maintains the following listings regarding Vital Educational Agencies located within the South Country Central School District Supervisory District.

South Country Central School District Building and Staff Locations (see Appendix A)  
 School District Enrollment (see Appendix B)

One recognized private school resides in South Country Central School District Supervisory District:  
Victory Christian School  
1343 Montauk Highway  
East Patchogue, NY  
(631) 654-9284

### **X. Early Detection of Potentially Violent Behaviors**

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

- All new staff shall be trained in CPI (Crisis Prevention Intervention) as early in the school year as possible
- Retraining shall be made available through South Country Central School District by certified trainers
- All staff shall be trained in recognizing signs and symptoms of potential violence using the “American Psychological Association MTV News and Special Warning Signs” video or comparable warning signs video
- 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. South Country Central 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:

- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses
- Violence prevention training on regular conference days (annually)
- Right-to-know training (as required by law)
- Bloodborne pathogen training (as required by law)
- Additional building-based training based on site discretion and needs
- Knowledge of South Country Central School District Board Policies related to safety and security
- Knowledge of Project Save District Level & Building Level Plan and specific roles related to plan
- Videotapes related to security and crisis situations, and
- Training in the use of security devices as needed

## **XI. Dissemination of Information**

- Each Project Save Building Level Plan shall include mechanisms such as direct mailings, newsletters, meetings, open house presentations, and counseling sessions for disseminating materials regarding early detection of potentially violent behaviors
- Annual review of student handbook and Code of Conduct as early in the school year as practical
- 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, peer mediation and youth courts, which are currently a part of the South Country Central School District safety culture will continue to be available as part of the Building Level Plan
- Minimum of two school safety programs such as DARE, LIPA, LIRR, police, and fire as determined by the building Shared Decision Making (SDM) Committee

## **XII. Hazard Identification/Sites of Potential Emergencies**

The Project Save District Level 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 Project Save Building Level Plan will be utilized to call 9-1-1.

South Country Central School District recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each Project Save Building Level Plan, specifically addressing threats of violence, armed intruders, hostage/kidnapping, fire and explosion, medical emergencies, natural hazards, system failure and weapons of mass destruction. Each building level 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 Project Save Building Level 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 -wide School Safety Team.

#### **A. Contacting other educational agencies**

If a disaster occurs in a South Country Central School District facility, 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 South Country Central School District Superintendent will then contact all appropriate educational agencies within its 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 South Country Central 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 the phone tree 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 Project Save Building Level Plan and shall provide instruction to students, staff, and visitors to prepare them to respond to disaster and emergency situations in a practical way. It shall be standard operating procedure for staff and students to be familiar with the Project Save Building Level Plan to ensure each individual knows what to do in an emergency and how to do it should the need arise. Project Save Building Level Plan shall identify potential sites of emergency including, but not limited to, buildings, grounds, buses, field trips, and work sites and shall contain the following elements:

- Procedures for the safe evacuation of students, staff, and visitors in the event of a serious violent incident or other emergency

- Designation of an emergency response team comprised of school personnel, local law enforcement officials, and representatives from local, regional and/or state emergency response agencies; other appropriate incident response teams; and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident
- Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area
- Establishment of internal and external communication systems in emergencies
- Definition of the chain of command in a manner consistent with the National Interagency Incident Management System/Incident Command System
- Coordination of the Project Save Building Level 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, and
- 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 Project Save District Level 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, and
- 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 South Country Central School District employees have been trained in appropriate responses to emergencies including but not limited to bomb threats, hostage taking, intrusions and kidnapping via instruction in the Districts Multi-Hazard Response Plan. The Multi-Hazard Response Plan included as Appendix F in this document, includes step-by-step instructions for responding to threats of violence, acts of violence and other potentially violent and non-violent emergencies. Additionally, zero tolerance policies were considered and discussed at District-wide Safety Planning Team and Code of Conduct meetings. The District-wide Safety Planning team made the recommendation that zero tolerance policies will not be applicable to South Country Central 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, South Country Central School District may need to obtain assistance from local government agencies. During an emergency, South Country Central 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 Project Save Building Level Plans. The 2003 Emergency Management Directory will be utilized and is included in Appendix D.

## **B. Advice and Assistance from Local Government Officials**

In the event that the Suffolk County Executive implements Article 2B of the Executive Law, 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 Building Safety Team.

### **Equipment:**

- 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
- Nametags
- Pens/waterproof markers/paper
- Waterproof duffle bag (to hold these items)

### **Information:**

- Binders with School Safety Plan
- South Country Central School District telephone directory
- Floor plans (including shut-offs)
- School yearbook

### **Vehicles**

See Appendix C.

### **Other Equipment**

Standard building and grounds maintenance equipment is located in the custodial office of each building.

### **D. Coordination of District Resources and Manpower**

A South Country Central School District-wide Support Team will be available when necessary to assist all school buildings in their response efforts. This team will be composed of:

- District Superintendent
- Assistant Superintendent for Business
- Assistant Superintendent for Human Resources
- Assistant Superintendent for Curriculum Instruction and Technology
- Director of Student Support Services
- Building Services Administrator
- School Custodial Supervisor

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

## **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: Cancellation Prior to the Start of School, General Evacuation (including evacuation of handicapped individuals), General Go-Home, and General Shelter.

### **A. Cancellation Prior to the Start of School**

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 a telephone notification chain for staff. As a general statement, staff is expected to report for service, as usual, unless specifically relieved via the telephone notification chain.

### **B. General Evacuation**

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

- 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 *General Shelter Plan* (see D below)
- Each building will determine the location of their Incident Command Center

### **C. General Go-Home Plan/Early Dismissal**

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

- 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 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 the *General Shelter Plan*. (see D below)

### **D. General Shelter Plan**

This plan shall be used in crisis situations when it has been determined that being inside the building is safer than being outside. The plan consists of three parts: Take Cover, In-Building Shelter, and Off-Campus Shelter:

#### **a. 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 (see b next page)

#### **b. 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.

c. **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 Project Save Building Level 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 Project Save Building Level Plan.

**F. Evacuation Areas**

Evacuation areas must be identified in the Project Save Building Level 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 Project Save Building Level 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 School Building 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 who can assist the school community in coping with the aftermath of a violent incident.

### **B. Disaster Mental Health Coordination**

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

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

**C. DISTRICT –WIDE DIASTER SUPPORT TEAM:**

***South Country Central School District:***

<b>Name</b>	<b>Title/Office</b>	<b>Phone</b>
Joseph L Cipp Jr.	Superintendent	(631) 730-1503/1510
Nelson Briggs	Human Resources	(631) 730-1531/1530
Alan Phillips	Business Office	(631) 730-1521/1520
Gregory C Miglino Jr.	Building Services Administrator	(631) 730-1561/1560

***Suffolk County***

<b>Agency/Department</b>	<b>Office</b>	<b>Phone</b>
Fire, Rescue & Emergency Services	Commissioner’s Office (Nights, Weekends, Holidays) Emergency Preparedness Office	852-4850 852-4815 852-4900
Health Services	Information & Referrals (Days) (Nights, Weekends, Holidays) Poison Control	853-3000 853-5555 1800-222-1222
Environmental Health Services	Administration (Nights, Weekends, Holidays)	853-3081 853-5555
Public Health	Administration Environmental Protection	853-3055 853-3074
Police	Headquarters Local Precinct	852-6000 -----
Public Works	General Information Main Office (Nights, Weekends, Holidays)	852-4000 852-4010 852-4256
General Information County		853-5593
Division of Mental Hygiene	Community Response Team Dr. Lou Gallagher	853-3109 (516) 276-2406 (Beeper)

***New York State***

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

***Federal***

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

**D. BUILDING LEVEL RESPONSE TEAMS:**

<b>Bellport High School</b>	<b>Name</b>	<b>Phone</b>
Principal	Bernie Soete	(631) 730-1620
Secretary	Patty Garofola	(631) 730-1577
Asst Principal	Bruce Muro	(631) 730-2129
Asst Principal	Alicia Ulberg	(631) 730-1679
Asst Principal	Tim Hogan	(631) 730-1610
Asst Principal	Brian Norton	(631) 730-1588
School Nurse	Bree Nurnberger	(631) 730-1580
Chief Custodian	John Long	(631) 730-1623
Athletic Director	Bob McIntyre	(631) 730-1596
Montauk Bus	Melissa Hampton	(631) 345-9600

<b>Bellport Middle School</b>	<b>Name</b>	<b>Phone</b>
Principal	Brian Ginty	(631) 730-1648/1626
Principals Secretary	Christine Rubin	(631) 730-1627
Ass't Principal	John Raptis	(631) 730-1740
Ass't Principal	John Frankie	(631) 730-1796
Ass't. Principal	Dr. Tracy Hudson	(631) 730-1630
Psychologist	Vicky Zseller	(631) 730-1795
Montauk Bus	Melissa Hampton	(631) 345-9600
School Nurse	Linda Reichert	(631) 730-1633/1634
Chief Custodian	Pete Piraino	(631) 730-1647
Security Guard	Edward Mass	(631) 730-1626
Guidance Counselor	Charles Graziano	(631) 730-1606

<b>Frank P. Long School</b>	<b>Name</b>	<b>Phone</b>
Principal	Stefanie Rucinski	(631) 730-1748/1725
Ass't. Principal	Mandy Mazziotti	(631) 730-1747/1725
Secretary	Dot Bonventre	(631) 730-1727/1725
Psychologist	Dr. LeRoux	(631) 730-1743/1725
Social Worker	Michael Miles	(631) 730-1741/1725
Social Worker	Jennifer Fassino	(631) 730-1742
School Nurse	Jennifer Wharton	(631) 730-1736/1725
Security	Lucy Cortez	(631) 730-1726/1725
Head Custodian	William Kobel	(631) 730-1746/1725
Guard	Lucy Cortez	
Guard	Michael Macri	
Teacher	Donna Warshaw	

<b>South Haven Academy</b>	<b>Name</b>	<b>Phone</b>
Director	Jack Colombo	(631) 730-1789
Secretary	Carol Seidman	(631) 730-1787
Adm.Asst.	Theresa McGuire	(631) 730-1788
Secretary	Jen Roth	(631) 730-1782
Ass't. Principal	Lisa Zaccaro	(631) 730-1600
Secretary	Kim Farber	(631) 730-1601
Transportation	Melissa Hampton	(631) 345-9600
Custodian	Pat Smith	(631) 730-1632
Psychologist	Rich Pardo	(631) 730-1594

<b>Brookhaven School</b>	<b>Name</b>	<b>Phone</b>
Principal	Travis Davey	(631) 730-1723/1700
Ass't. Principal	Tara Cataldo	(631) 730-1720/1700
Psychologist	Stacy Weber	(631) 286-1707/1700
School Nurse	Robin Kinigson	(631) 730-1710/1700
Social Worker	Crista Pervelis	(631) 730-1709/1700
Social Worker	Grace R. Victor	(631) 730-1708/1700
Secretary	Rayna Vertichio	(631) 730-1718/1700
Secretary	Patty Miller	(631) 730-1702/1700
Head Custodian	Sal Civitello	(631)730-1722
Custodian	Renee Moran	(631) 730-1722
Security Guard	Carl Moodt	(631) 730-1700

<b>Verne W. Critz School</b>	<b>Name</b>	<b>Phone</b>
Principal	Kathy Munisteri	(631) 730-1698/1675
Social Worker	Jennifer Andreanopoulos	(631) 730-1696/
Psychologist	Emanuel Kostakos	(631) 730-1695/1675
Secretary	Linda Majowka	(631) 730-1676/1675
School Nurse	Carol Rooney	(631) 730-1690/1675
Teacher	Lori Klamut	(631) 730-1675
Teacher	Denise Rondeau	(631) 730-1675
Secretary	Barbara Draghi	(631) 730-1677
Security Guard	Waverly Busby	(631) 730-1675

<b>Kreamer Street School</b>	<b>Name</b>	<b>Phone</b>
Principal	Sean Clark	(631) 730-1673/1650
School Nurse	Paula Tirelli	(631) 730-1652/1650
Head Custodian	Ellen Centano	(631) 730-1672/1650
Secretary	Dorothy Zlatniski	(631) 730-1651/1650

Secretary	Allyson Murphy	(631) 730-1653/1650
Social Worker	Ida Timmons	(631) 730-1665/1650
Psychologist	Sue Smith-Alpert	(631) 730-1666/1650
Security Guard	Scott Artis	(631) 730-1650

**APPENDIX A**

**SOUTH COUNTRY CENTRAL SCHOOL DISTRICT BUILDING AND STAFF LOCATIONS**

**APPENDIX B**

**ENROLLMENT REPORT**

**APPENDIX C**

**VEHICLE REGISTRATION LIST**

**APPENDIX D**

**DEPARTMENT OF FIRE, RESCUE & EMERGENCY SERVICES EMERGENCY  
MANAGEMENT DIRECTORY**

**APPENDIX E**

**AGENCIES WHERE BUILDING LEVEL PLANS ARE FILED**

**APPENDIX F**

**MULTI-HAZARD RESPONSE PLAN**

**AGENCIES WHERE BUILDING LEVEL PLANS ARE FILED**

<b><u>AGENCY</u></b>	<b><u>CONTACT PERSON</u></b>	<b><u>ADDRESS</u></b>
NYS Eudcation Dept. Health & Pupil Services		Room 318 M – EB Washington Avenue Albany, New York 12234
South Country Library	Mary Hines	22 Station Road Bellport, New York 11713
NYS Police Troop “L” Headquarters		7140 Republic Airport Farmingdale, NY 11735
SCPD, 5 <sup>th</sup> Precinct	Inspector Aristedes Mojica	125 Waverly Avenue Patchogue, New York 11772 (631) 854-8508
Bellport Fire Department	Chief Rich Omelchuck	161 Main Street Bellport, New York 11713
Brookhaven Fire Department	Chief Peter Dipinto	2486 Montauk Highway Brookhaven, NY 11719
Hagerman Fire Department	Chief Tony Citarella	510 Oakdale Avenue East Patchogue, NY 11772

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**South Country Central School District**

Town of Brookhaven-County of Suffolk

**Administration Office  
189 Dunton Avenue  
East Patchogue, New York 11772**

***PROJECT SAVE DISTRICT LEVEL PLAN***