

Longwood Central School District

District-Wide School Safety Plan 2018-2019



LONGWOOD CENTRAL SCHOOL DISTRICT

District Wide Emergency Response Plan (2018-2019 School Year)

Section I: Planning Guidelines

A. Introduction

The Longwood Central School District recognizes the need to plan for the safety of its students, staff and visitors. In compliance with the New York State Safe Schools Against Violence in Education (SAVE) legislation, the School District has developed a comprehensive Emergency Response Plan and code of conduct that provides the parameters for ensuring a more effective and safe learning environment for both staff and students. This plan is designed to help prevent and mitigate the effects of a serious or violent incident or emergency. It addresses crisis intervention, emergency responses, organizational management, and a code of conduct for order on school grounds. This document is the result of the work of many people within the Longwood community including administrators, Board of Education members, teachers, staff members, parents, students, community residents and local emergency response agencies. An Administrative Safety Awareness Committee annually reviews the District's safety plans in response to emerging student and community needs.

B. Safety Plan Development Procedures

The Longwood Central School District School Safety Plan was developed pursuant to Commissioner's Regulation 155.17

The District has also established an Employee Health and Safety Committee that meets quarterly to address specific safety concerns within each school building. This team is representative of each of the bargaining units (teachers, administrators, and CSEA) and is chaired by the District Director of Plant Facilities with participation from the BOCES Health and Safety Specialist. This committee worked in collaboration with the Safety Awareness Committee in the development of the District Emergency Response Plan.

C. General Emergency Response Planning

The Longwood Central School District has reviewed and updated its existing documents and programs designed to prevent and respond to emergency situations. District plans include a Crisis Intervention and Response Plan that outlines district and building procedures for responding to crisis and providing appropriate interventions and follow-up. Also included are general Emergency Response Guidelines that form the basis for developing and implementing school building emergency response plans. Using the District plans as a template, each building within the district has prepared a set of emergency disaster plans that have been and will continue to be the basis of our planning. These plans are designed to provide a basic approach to emergency

situations and shall be reviewed and updated on a periodic basis by the administration. Included in these plans are basic guidelines to be followed for such emergencies as:

Fire emergencies

Bomb threats

Hostage situations/ kidnapping

Intruders in a building

Biological threat

Lockdown

Lockout

Hold-In-Place

Shelter-In -Place

Suicide

Implied/Direct Threats by students, staff visitor's to other

2018/2019

The general Emergency Response Guidelines also include:

Protocol to evaluate school evacuation plans

General safety guidelines and procedures for building personnel

Procedures for contacting local law enforcement and emergency response agencies in the event of an emergency or violent incident, with a telephone list for emergency services and maps.

Procedures for contacting district administration and other schools within the district

Procedures for contacting persons in parental relation in the event of a threat of violence against themselves, inclusive of suicide

List of all district-wide emergency communications information (i.e., home, office, and cell phone contacts for all district administrators and support personnel and frequencies for district radio communication system)

List of staff members with emergency training

Tracking form for students or personnel transported from the school by emergency vehicles

In addition to these guidelines each building has developed an evacuation plan, a lock-down plan, a sheltering plan both on site and off site, and plans for an early dismissal drill to transport students to their home residence prior to the end of the school day. All evacuation drills provide for the requirements of those students with special needs.

The Building-Level Emergency Response Plans in effect in each building provide for the following:

- 1.** Safe evacuation of all persons in case of a serious or violent incident or other emergencies.
- 2.** Evacuation routes, shelter sites, and procedures for addressing medical needs, transportation and emergency notification of persons in a parental relationship are included. Those students with special needs have separate evacuation plans for their safety and well-being.
- 3.** Building-Level Emergency Response Team (school personnel, local law enforcement, representatives from emergency response agencies, others deemed appropriate)
- 4 .** Post Incident Response Team (school personnel, medical personnel, mental health counselors, and others deemed appropriate)
- 5.** Law enforcement officials and first responders have access to floor plans, schematics, school maps and roadmaps of the immediate area
- 6.** Internal and external communication systems
- 7.** A school/district chain of command system

Each school in the District has developed its own Emergency Response Plan, a School Emergency Response Team and a Post Incident Response Team based upon district guidelines and in coordination with district-wide plans for disaster response. The District and Emergency Response Plans shall be reviewed and updated annually. Through the use of its staff development program, conference days and student assembly programs, the District will provide direct training for

its staff and students with respect to emergency situations and prevention/intervention techniques.

Longwood Central School District will work closely with the Office of Suffolk County Emergency Preparedness and state agencies to help facilitate the containment of a problem and the possible evacuation of endangered students. The District Superintendent or designee will be responsible for activating the use of Countywide or Statewide agencies. The Incident Command System (ICS) will be followed.

2018-2019

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies Program Initiatives:

The Longwood community recognizes that violent behavior is related to risk factors within the family, community, and school. Student support programs serve to create a safe school environment and lessen the incidence of violent behavior.

What follows is a listing of existing programs and interventions currently available within our schools. These programs represent a broad range of violence prevention initiatives.

Our elementary schools offer the following programs:

Brookhaven National Laboratory Mentor Program

Primary Project and Social Skills Groups—at-risk students targeted for participation

Peer Mediation

Leader In Me Program

Monthly Character Education Themes

Wellness Week

Health Smart curriculum

Positive Behavior Intervention System (PBIS)

DASA assemblies and push-in programs

Right At School

Restorative Circles

Our intermediate schools offer the following programs: Middle School (Grades 5 and 6)

Suffolk County Sheriff Dept. Gang Resistance Education & Training (GREAT) Gr.6

Brookhaven Lab Mentor Program Gr. 5 & 6

HealthSmart Middle Level Curriculum

Character Education Book-of-the –Month Reading Builds Character Program

Positive Behavior Intervention and Support (PBIS) House Pride Program Gr. 5 & 6

The Committee for Children Second Step Violence Prevention Program Gr. 5

The Committee for Children Steps to Respect Violence Prevention Program Gr. 6

Healthy Choices curriculum in Family and Consumer Science program

Conflict Resolution/Counselor Mediation

Empire State After School Program (ESAP)/ Right At School

Our secondary schools offer the following programs:

Tolerance and Acceptance Assembly-sponsored by JHS PTSA

Daily Character Education advisories

Peace Day school wide celebration

Advisories/discussion focusing on non-violence and peace

School wide Peace March

Health Education Curriculum (7th and 11th grade)

Empire State after School Program (ESAP)

The High School offers the following programs:

Targeted Group Counseling Workshops conducted by the mental health team

Tenth Grade Humanities Workshops on tolerance, civic values and positive school climate to support student safety and academic achievement (SCPD Paul Failla)

Time Out Room

LAP (Late Afternoon Program)

9th grade seminar to address critical transition issues from Jr. High School to High School

BUTY-Bringing Unity to Youth

Liberty Partnership in collaboration with Suffolk Community College

DASA-Dignity for All Students Act

School Resource Officer

High Risk Transitional Team Meetings

Empire State After School Program (ESAP)

All of our schools offer:

Individual and group counseling services provided by Mental Health Team

Instructional Support Team to identify students with academic, emotional, and/or social issues that negatively impact the learning process and provide alternative instructional strategies

Recognition for student achievement through Shared Decision Making student recognition award ceremony

After-school activities to productively engage students and foster an atmosphere of cooperation and community

Intensive awareness programs (i.e., Wellness Week, Health Awareness Week, etc.) to address health issues, substance abuse, mental health and other wellness issues

The creation of a caring and supportive environment in which students are comfortable in seeking assistance

Programs to enhance our students' communication and problem solving skills to enable them to resolve conflict peacefully

Comprehensive district-wide Attendance Policy incorporating intervention strategies to promote good attendance and reduce truancy in all schools

Dignity for All Act implemented in all buildings

The District maintains:

A 24-hour manned security center with telephone hotline to report emergencies and violent incidents and to act as a communication center

A reporting mechanism for violations of the Code of Conduct, including anonymous reporting mechanisms for school violence such as the SCPD tips hotline, and the district utilized nonviolent crisis prevention training programs for the staff.

Anti-gang initiatives in collaboration with the Suffolk County Police Department

COPE Unit

The Board of Education School Safety Awareness Committee that is responsible for the monitoring of districtwide safety

The Longwood Central School District has embraced the theme "Community Unity...Be A Part Of The Pride" to instill in all community members the belief that we must work together to build a more caring and compassionate learning and living environment for our children and ourselves.

Training, Drills, and Exercises:

The District provides extensive multi-hazard school safety training to all staff and students to prepare for emergencies. Emergency Response Plans are disseminated and reviewed at staff meetings scheduled at the beginning of each school year and periodically during the year as necessary. Building safety teams regularly review and update procedures, but not less than annually.

In accordance with SED regulations, the District schedules emergency bus training and drills as well as two early dismissal drills on an annual basis. Each school building schedules annually at least 8 emergency evacuation/fire drills and additional 4 emergency response drills (i.e., bomb threat responses, lock-down procedures, and evacuation procedures for handicapped individuals). Practical application of training comes in response to actual threats or emergencies (i.e., bomb threats, bus accidents, student emergencies, lock-down situations, weather related events, etc.) that occur in a district as large as Longwood School District. Each real or practiced response is analyzed and evaluated by an appropriate post-incident team that makes modifications

to existing plans and procedures. This evaluation is typically conducted in coordination with local emergency response officials who participate in the emergency response.

The District maintains a Security Department comprised of district patrol and building security guards. In addition, each building employs school monitors who are responsible for supervision of students outside of classroom settings and for monitoring hallways, playgrounds, building exits and entrances, restrooms, locker rooms, cafeterias, etc. All school monitors and security personnel are civil service employees who are screened and hired in accordance with fair labor practice and all SED regulations. To earn district certification, school monitors must participate in the 3-day training workshop that includes intervention strategies, violence prevention training, school safety procedures, and an on-the-job training component that takes place after the 3-day workshop. Security personnel must be certified by completing an 8-hour Security Training Course and must participate in a 16-hour on-the-job training course and 8-hour annual refresher course. All district employees, including security personnel and school monitors, are familiarized with district-wide and building safety plans and emergency procedures.

School Security Procedures:

The following procedures are designed to ensure the safety and security of the students and employees of the Longwood Central School District as well as visitors to our school buildings:

1. All district employees are issued photo-identification cards that must be worn prominently while on district grounds.
2. All junior and senior high school students are issued photo-identification cards that must be presented on demand and at various times during the school day (i.e., when signing in and out of school, to gain access to school activities, for use of the library, on field trips, etc.).
3. Students and staff members at Longwood Senior High School are issued vehicle parking stickers that must be displayed during school hours.
4. There are procedures in place at each campus to limit access to the campus and to the school buildings.
5. Procedures are established district-wide and at each school building to ensure student safety during field trips, athletic events, or other activities away from the school campuses.
6. The Longwood Central School District employs security personnel on a 24/7 basis and utilizes security vehicles, surveillance cameras, two-way radio communications system, cellular phones, and other security devices to ensure school building and district security.

7. Annually staff will be given training on prevention and intervention techniques of violent behavior.

8. Each school building is to develop a system for providing a means of sharing information between students and staff on potentially violent behavior. We want to provide students with a neutral environment for them to speak with staff about potentially violent situations.

9. All school monitors and school safety personnel will receive training on intervention and prevention techniques and strategies for communicating with students and visitors. Candidates must meet all New York State and district requirements for employment including fingerprinting.

Vital Educational Agency Information:

The District and building Emergency Response Guidelines include the Priority Emergency Communications contact list (with home, office, and cell phone numbers) for all district administrators and service providers. The District Director of Plant Facilities shall, if necessary, contact Eastern Suffolk BOCES through the BOCES Health and Safety Specialist who is assigned to the District as part of a shared service. There are no K-12 private, parochial or charter schools within the Longwood Central School District.

B. Early Detection of Potentially Violent Behaviors

The District has undertaken the following efforts to disseminate information regarding the early identification of potentially violent behaviors:

The mental health staff (social workers, school counselors, and psychologists) are familiar with the U.S. Department of Education's "Early Warning, Timely Response" document relating to the early identification of potentially violent behaviors as well as the documentary sponsored by the American Psychological Association, and are developing plans to share that information with staff and students (at appropriate grade levels).

Information regarding early detection of potentially violent behavior was shared with a small group of parents at PTA meetings and the School Safety Awareness Committee, with plans in the developmental stage to involve a broader representation of parents and community members.

High School teachers and secondary building administrators have received training from Suffolk County law enforcement agencies in gang awareness as part of a prevention-through-awareness program. The District Code of Conduct prohibits students from displaying gang colors or paraphernalia and district responds decisively to suspected gang activity.

Several teachers within the District are trained in the Responsive Classroom and Second Step programs that integrate skills-based violence prevention strategies into the regular classroom, and the Safety Awareness Committee has recommended to endorse both these programs for Kindergarten –Eighth Grade.

The District maintains a close relationship with the COPE (Community Oriented Police Enforcement) Unit of the Suffolk County Police Department that provides on-going communication regarding school and community issues with the potential for violence and with a focus on proactive prevention strategies.

The Suffolk County Police Department maintains a part-time SRO officer in our schools.

C. Hazard Identification

The School Safety Awareness Committee and the Employee Health and Safety Committee have identified sites of potential emergency and have included consideration of those sites in developing all district and building safety and emergency response plans. Additionally, the District works with outside agencies to conduct regular inspections and to identify potential hazards and maintains regular contact with agencies within the District to identify sites of potential hazard.

Emergency Response Plans include guidelines for potential emergencies at all building sites, including parking lots, visitor entrances, playgrounds, and athletic fields; district transportation; field trips and other off site events; after-hours events and large on-site events (i.e., athletic events, graduation, Longwood Day, etc.) which are coordinated with local law enforcement and emergency response agencies.

NYSIR conducts an annual risk assessment of all buildings and school grounds and advises the District of potential hazards; Brookhaven Town fire marshals conduct an annual fire inspection of all district sites; the District's AHERA plan identifies potential asbestos hazards; the required Confined Space Plan identifies areas with limited access.

Potential external hazard sites include Brookhaven National Laboratory (BNL) and the threat of brush fires in Pine Barrens areas which are located within the District. The District is in regular communication with local fire response agencies and BNL to monitor and collaborate to address any potential threats.

Section III: Emergency Response

A. Internal and External Communications

Communicating within the District:

The District maintains an updated Emergency Priority Communication system for contacting all school and program administrators and service providers with respect to an emergency within the district. Each site maintains a current emergency telephone chain with procedures for contacting staff employed at each school or site in the event of an emergency.

The District Security Office is available 24/7 and maintains a radio communication system that links all District sites, security vehicles, and key personnel.

Upon activation of the District Emergency Response Team and an assessment by the Crisis Response Coordinator, the Crisis Response Coordinator will request that the Superintendent/designee of schools contact additional district-wide, countywide and statewide groups to provide appropriate assistance.

Communicating with local law enforcement and emergency response agencies:

The District has arrangements with the local emergency responders and fire departments to provide emergency assistance as needed. The specific guideline for making contact to such agencies is outlined within each of the Building-Level Emergency Response plans per the protocol outlined in the Emergency Response Guidelines

Guidelines for contacting local law enforcement agencies in the event of a violent or criminal incident are clearly established with the District's Code of Conduct and other District policies and procedures

A current telephone directory of County and State offices for emergency response help is maintained, checked and annually updated

The Suffolk County Police Department has been involved in our emergency planning process

Periodically, local law enforcement officials are asked to visit our schools and familiarize themselves with the facilities and the geographical surroundings

Each secondary school within the District maintains an administrative liaison with the Community Oriented Police Enforcement (COPE) Unit of the Suffolk County Police Department that is ready to respond at the building's request in the event of a threatened or actual emergency

Each building has provided emergency responders with a detailed floor plan with all utility cutoffs clearly labeled

Each building has developed in writing and schematic form the evacuation procedures to empty the building and has shared such documents with local emergency responders

The District has also developed a basic street map of all building entrances and exits, parking areas, and bus drop-off/pick-up locations for each facility and the approximate relationships between the buildings

In the event of an emergency of such a scope that requires resources beyond those available at the emergency site, the Superintendent of Schools shall contact additional district-wide, countywide and statewide groups to provide assistance

The District receives notification from NOAA regarding threatening weather conditions

Communicating with other educational agencies:

The Office of the Superintendent of Schools maintains regular contact with the chief school officers of surrounding school districts and Eastern Suffolk BOCES in the event of an emergency that may require outside assistance or that may impact surrounding communities

The Eastern Suffolk BOCES Health and Safety Specialist assigned to the Longwood Central School District is familiar with all school sites and emergency response plans, and is available to offer assistance upon contact from the District Director of Plant Facilities or the Office of the Superintendent

The District transportation office maintains communication with facilities for students with out-of-district placements

Communicating with parents:

Each school within the district maintains emergency contact cards on all of the students and emergency contact information on all employees working in the district

Website and various forms of local media

The Emergency Response Guidelines and building emergency response plans outline procedures for contacting parents

The District Public Relations Director coordinates all communication with local media outlets if necessary

School Messenger digital communication system is available within or outside the district

B. Situational Responses

Multi-Hazard Response and Response Protocols:

As outlined in Section I Part C, above, the District Safety Plan includes Emergency Response guidelines and Crisis Intervention and Response Plan that form the basis of the District's response to emergencies and provide a framework for implementing school building emergency response plans. Using the District plans as a guidance document, each building within the district has prepared a set of emergency response plans that provide a basic approach to emergency situations. Such plans shall be reviewed and updated on a periodic basis by the administration and emergency response team. Included in these plans are guidelines to be followed in such emergencies as:

Fire emergencies

Bomb threats

Hostage situations/kidnapping

Intruders in a building

Biological threat

School bus accident

Weather related crisis

Community emergency or act of violence

Utility outages

In addition, the middle, junior high and high school have high-risk dismissal plans in place to deploy staff in response to potential acts of violence or disruption at student dismissal time. The District Code of Conduct clearly prohibits acts of violence by students, staff, and visitors and outlines the district response to such acts (including suspension from school and notification of law enforcement agencies if conduct constitutes a violation of law).

The general Emergency Response Guidelines include:

Chain of command and protocol for identifying and notifying key decision-makers

Evacuation and sheltering plans and lock-down procedures to safeguard students and staff (including the provision of transportation through the District Director of Transportation, if necessary)

Notification procedures for parents, media, district administrators, other school buildings within the district, local emergency response agencies

List of personnel with specialized emergency training and roles and responsibilities of district and school staff

Protocols for use in emergency responses (student tracking forms, emergency contact forms, telephone procedures, etc.)

Responses to Acts of Violence/Emergencies:

Longwood Central School District has inventoried our district resources (personnel and equipment) that would be or could be available in an emergency situation. This information will be reviewed annually and our resource list will be included in the building emergency plans;

-Designated emergency responders have access to our schools and grounds. Security personnel staffed 24/7 will unlock buildings for fire department personnel if an alarm goes off after hours or on the weekend

The following District resources are among those available during an emergency:

Two way radios – approximately 250

Cell phones

District owned vehicles

Generators

Portable light towers

Full-size and mini-buses that are available through contracted transportation company

Full kitchen facilities at three larger sites (M.S., J.H.S., & H.S.) with satellite facilities at four elementary schools

The following district human resources are available to assist in an emergency:

Security department comprised of district-wide patrol and building-level security officers with central security command center located at the high school

Building and district crisis responders as identified in the Crisis Intervention and Response Plan

District-wide staff that has been identified with special expertise in emergency response, crisis intervention, etc.

The district has the services of a BOCES Health and Safety Specialist who is available for emergency planning, emergency drills, and as a consultant in the event of an actual emergency

The utilization of District and outside resources and personnel during a district-wide emergency is coordinated and directed through the District Command Team that includes: the Superintendent of Schools; four Assistant Superintendents; Director of Plant Facilities; Director of School Safety; and as necessary, Director of Transportation, Food Service Manager, Media Specialist; and others as identified by the Command Team. The Command Team meets at the Central Office conference room, which becomes the Emergency Command Center. During building-specific emergencies, the District Command Team stands by to offer necessary assistance.

Emergency Response Actions

The District and building Emergency Response Guidelines outline the procedures to be followed in the event of school cancellations, early dismissal, evacuation, and sheltering. The guidelines establish a district and building command center, decision-making process, and chain of command; procedures for mobilizing district and outside resources; safe evacuation procedures and sheltering options; methods of communication within the district, with parents and with the media; and other response procedures as determined by the nature of the event.

Section IV: Recovery

A. District Support for Buildings

Both Emergency Response Guidelines and the District Crisis Response and Intervention Plan outline procedures for the district to mobilize resources to support the Emergency Response Teams and Crisis Intervention Teams in each of the school buildings.

B. Disaster Mental Health Services

As outlined in the Emergency Response Guidelines and the Crisis Response and Intervention Plan,

The District Central Office Administration will be responsible for coordinating resources from outside emergency response agencies and maintains regular contact with those agencies in preparation for potential incidents.

Response plans include provisions for periodic review of emergency response plans and evaluation of emergency drills and actual responses to emergency situations. **Tabletop exercises and drills are held periodically, and emergency responders are invited to attend.**

(Approved at 11/1/18 Board Meeting after conspicuously being posted on the district-website for public comment)