

2020-2021



District-Wide School Safety Plan

(This Safety Plan Template has been developed by Nassau BOCES for the exclusive use of Nassau County School Districts participating in the Nassau BOCES Health & Safety Training and Information Service. The Plan was written in order to comply with the requirements of the New York State Safe Schools Against Violence in Education (SAVE) legislation. This Plan is customized as necessary to reflect District compliance efforts. This Plan is a general, overarching document that can be shared with the public and posted on school district websites by October 15th of each school year as required by law. Parts of the Plan which may include names, contact information and personal information can be redacted for posting purposes. This Plan can also serve as a document for both in-district personnel and the public to better understand the overall requirements of the SAVE legislation. This contrasts to the Building-Level Emergency Response Plan which details specific emergency response procedures, and as such, is a confidential document which cannot be shared with the public, cannot be foiled and is protected under law.)



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Plainview-Old Bethpage Central School District District-Wide School Safety Plan

Policy Statement

The District-Wide School Safety Plan (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies that may occur in the school district and its component school buildings.

The Board of Education has appointed, under the direction of the Superintendent of Schools, a District-Wide School Safety Team to develop, implement and maintain all provisions of the Plan. This Plan incorporates all Building-Level Emergency Response Plans that have been developed by the Building-Level Emergency Response Teams appointed by the Building Principals. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the school building Emergency Response Team. Upon activation of the school building Emergency Response Team the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The local BOCES Health & Safety Office will assist in development of protocols for accessing these services.

The District-Wide School Safety Plan was made available for public comment 30 days prior to its adoption and provided for participation of the entire school community. The District-Wide and Building-Level Plans were formally adopted by the School Board after at least one public hearing. As required by law, the District-Wide School Safety Plan is posted on the school district website by October 15th of each school year (the Plan may be abridged for posting purposes) and will be reviewed annually by the District-Wide School Safety Team by September 1st of each school year. Building-Level Emergency Response Plans will be updated by September 1st of each school year by the Building-level Emergency Response Team and filed with both State and Local Police by October 15th of each school year.

The 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 reporters of incidents of violence will not be discriminated against.

A copy of the District-Wide School Safety Plan is also available upon request at central administration in the office of the Superintendent of Schools. Although the Building-Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, the Building-Level Emergency Response Plan will remain confidential and not be subject to disclosure. This will further ensure safety at the building-level and reduce the potential for planned sabotage.

Elements of the District-Wide School Safety Plan

- ✓ Identification of sites of potential emergencies.
- ✓ Designation of the school district Chief Emergency Officer.
- ✓ Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering.
- ✓ Responses to an implied or direct threat of violence.
- ✓ Responses to acts of violence including threats made by students against themselves including suicide.
- ✓ Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs.
- ✓ Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- ✓ Plans for identification of district resources and coordination of such resources and manpower available during an emergency.
- ✓ Designation of the Chain-of-Command (Incident Command)
- ✓ Plans to contact parents and guardians including when students make threats of violence against themselves.
- ✓ School building security

- ✓ Dissemination of information regarding early detection of potentially violent behavior.
- ✓ Plans to exercise and conduct drills to test the Building-Level Emergency Response Plan including review of tests.
- ✓ Annual school safety training for staff and students.
- ✓ Protocols for bomb threats, hostage taking, intrusions and kidnapping.
- ✓ Strategies for improving communication and reporting of potentially violent incidents.
- ✓ A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity
- ✓ Information about the school district including population, staff, transportation needs and telephone numbers of key school officials.
- ✓ A system of informing all educational agencies within the school district of a disaster.
- ✓ Documentation and record keeping

School District Chief Emergency Officer

As designated by the Dr. Mary O’Meara, Superintendent, the Chief Emergency Officer for the Plainview-Old Bethpage Central School District is Mr. Christopher Donarummo, Assistant Superintendent of Student Services and Safety and through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders.
- Assistance in the selection of security related technology and procedures for its use.
- Coordination of safety, security, and emergency training for school staff.
- Assistance in required evacuation and lock-down drills completion as required by law.
- Assurance that all school district staff understands the District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually and updated as needed.

District-Wide School Safety Team

The District-Wide School Safety Team was appointed by the School District Board of Education on September 2, 2020 and will always include the representation noted below at a minimum. The Team will meet routinely and are scheduled to meet in the 2020-21 school year on October 1, November 12, December 10, January 21, March 25, and May 20. Minutes will be kept at each meeting and attendance documented (Appendix A). The major function of the District-Wide School Safety Team is to create the District-Wide School Safety Plan and update as necessary. The District-wide School Safety Plan was approved by the Team on March 9, 2020. After a public meeting, the Plan was made available for public comment on August 18, 2020 and adopted by the Board of Education on September 2, 2020.

- Administrator: Mr. Christopher Donarummo - Assistant Superintendent, Student Services and Safety
- School Board Member: Ms. Debbie Bernstein - President, Board of Education
- Administrators – High School:
 - Mr. James Murray - Principal, Plainview-Old Bethpage John F. Kennedy HS
 - Mr. Philip Farrelly - Assistant Principal, Plainview-Old Bethpage John F. Kennedy HS
- Administrators – Middle School:
 - Dr. Joseph Coladonato - Principal, H. B. Mattlin MS
 - Ms. Alice Bowman - Principal, Plainview-Old Bethpage MS
- Administrators – Elementary:
 - Ms. Suzanne Gray - Principal, Old Bethpage ES
 - Mr. Gregory Scesney – Principal, Judy Jacobs Parkway ES
 - Dr. Alison Clark – Principal, Stratford Road ES
 - Ms. Karen Heitner – Principal, Pasadena ES
- Facilities Administrator: Mr. Andrew Ward - NYS Director of Facilities III
- Childcare Coordinator: Ms. Cheryl Dender – Coordinator, Administrative @ Stratford Road Annex
- Teacher Representative: Ms. Nina Melzer - Teacher, PCT President
- Teacher Representative: Mr. Andrew Paskal
- Parent Representatives:
 - Ms. Kara Kaplan (Grades K-4)
 - Ms. Donna Lupia (Grades 5-8)

- Ms. Aliza Aaronson Greenberg (Grades 9-12)
- Ms. Paula Barsky (SEPTA)
- Nurse Coordinators:
 - Ms. Luann Bonnet-Hutzel - School Nurse, Stratford Road ES
 - Ms. Karen Goldberg – School Nurse, Pasadena ES
- School Safety Personnel: Ms. Joanne Mullaly, Security Guard
- Clerical: Ms. Bonnie McGowan - Secretary to Mr. Donarummo, Assistant Superintendent, Student Services and Safety
- Custodian Representative: Mr. John Hammer – Custodian/Local 237 Representative, Old Bethpage ES
- Nassau County Police:
 - Officer Matthew McCartin, POP Officer
 - Officer Steven Krukowski, Homeland Security
- Plainview Fire Department: Chief of Fire Department - Robert Salerno

Responsibilities of the District-Wide School Safety Team

The District-Wide School Safety Team or designated Team will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the District-Wide School Safety Plan to determine its success in violence prevention. Some of the Teams primary responsibilities will include:

- 1) Recommending training programs for students and staff in violence prevention, suicide prevention and mental health. Annual training will be completed by September 15th and may be included in existing professional development. New employees will receive training within 30 days of hire.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.
- 4) Communicating the Plan to students and staff.
- 5) Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- 6) Making recommendations necessary for change.
- 7) Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide School Safety Team Sub-Committee or Building-Level Emergency Response Team.
- 8) Recommending improved security measures based on school building inspection results.
- 9) Conducting annual school building climate survey of students and staff to identify the potential for violent incidents.
- 10) Reviewing survey results and recommending actions that are necessary.

Building-Level Emergency Response Team

The Building-Level Emergency Response Team is appointed by the School Building Principal. The major focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan. This team, at a minimum will include the following representation:

- Teacher
- Administrator
- Parent Organization
- School Safety Personnel
- Community Members
- Law Enforcement
- Fire Officials
- Ambulance
- Others

The Building-Level Emergency Response Team is responsible for selecting the following:

- **Emergency Response Team** (Core group of actual responders not to be confused with the Building-Level Emergency Response Team which is a larger team for the purposes of planning and monitoring) which has the following representation:
 - School Personnel
 - Law Enforcement Officials
 - Fire Officials
 - Emergency Response Agencies
- **Post-Incident Response Team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which has the following representation:
 - Appropriate School Personnel
 - Medical Personnel
 - Mental Health Counselors
 - Others (Psychologists, Social Workers, etc.)

Risk Reduction/Prevention and Intervention Strategies

Program Initiatives in the School District include:

1. Non-violent conflict resolution training programs.
2. Peer mediation programs.
3. Extended day and other school safety programs.
4. Youth-run programs.
5. Mentors for students concerned with bullying/violence.
6. We have established the *Sandy Hook Say Something Anonymous Reporting Program*, an anonymous on-line reporting process for school violence and are investigating the on-line violence reporting system.
7. As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) all students are educated on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.
8. Access to School Safety Emergency Response Systems
9. The *GoGuardian: Safe Digital Learning for Schools* reporting system
10. The *Rave* mobile safety app in accordance with the Nassau County Police Department
11. The Fire Department conducts annual training in all school buildings.
12. Nassau County Homeland Security Awareness
13. We have implemented *PBIS* (Positive Behavior Intervention System).
14. District Mental Health Screenings

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. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. 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 shelter-in-place, hold-in-place, evacuation, lockdown, and lockout.
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Situational Drills
- Table top exercises
- Emergency Response Team exercises
- Building pre-clearance searches

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. The school district, at least once every school year, shall conduct one test of its emergency response procedures under each of its Building-level Emergency Response Plans including sheltering, lockdown, or early dismissal. Eight (8) evacuation and Four (4) lockdown drills will be

completed in each school building every school year. Debriefing will occur, and minutes will be taken after every drill or actual event.

Implementation of School Security

School safety personnel will help carry out the District-Wide School Safety Plan and may include anyone in the school community. These individuals have received appropriate annual training as required under the Regulation. Such training has been conducted in cooperation with the Nassau County Police Department. These individuals are not to be confused with school security guards that we employ who are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Guards receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. All security personnel are district employees and are New York State and individually licensed.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level Emergency Response Team after review of school building procedures and practices, emergency response plan, code of conduct, security surveys/audits, and building-level climate surveys. Based on these findings we have implemented the following security measures:

- Entrance guards and hall monitors who received 2 hours mandatory compliance training plus individual training throughout the school year.
- The School District has had a security audit/assessment of all school buildings conducted by the Nassau County Police Department in conjunction with our Building-Level Emergency Response Team.
- Visitors to the building must produce photo identification and will be questioned prior to entry into the building as to their business and if they have an appointment. All buildings utilize a 30-minute call ahead rule that parents and visitors must adhere to. If there is any question the building principal will be consulted. If this has been confirmed, they will be admitted to the building where they will sign-in and be escorted to their destination. Upon completion of their business they will be escorted out of the building.
- Visitor badge/sign-in procedures – we utilize a *Raptor* visitor management system. Upon entry into the building the visitor must show photo identification; then receives a photo identification that must be worn the duration of visit. Anyone in the building without a visitor identification would be immediately questioned by building staff and the building administrator would be informed.
- Video surveillance – District Command Center monitoring all CCTV systems.
- One-button lock-down system.
- *Rave* mobile safety app connected directly to Nassau County Police Department.
- NYS certified security guards.
- A designated Chief Emergency Officer.
- On-going security audits.
- Random searches may be considered if deemed necessary.
- We will employ any other methods deemed necessary and constantly review our current practices.

Vital Educational Agency Information

Each Building-Level Emergency Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

Early Detection of Potentially Violent Behavior (Information & Training)

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention and mental health (on-line training may be utilized). Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. New employees will receive training within 30 days of hire. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- Dissemination of the New York State Office of Mental Health one-page handout *What Every Teacher Needs to Know – Recognizing Suicide Risk in Students* and review of the “FACTS” warning signs.

- The district will utilize any resources available for violence prevention and mental health training including those found at the following websites: http://www.p12.nysed.gov/sss/documents/MentalHealthResourcesfor_Educators.pdf and <http://www.p12.nysed.gov/sss/documents/SVPIRequiredComponents.pdf>.
- A description of the school district’s Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- Student training will include post-drill or actual event review by classroom teachers.

Other methods for informing parents and students include:

- School social worker outreach.
- School counselor involvement.
- Conflict resolution programs.

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our District-Wide School Safety Plan.

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level Emergency Response Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically, defined areas of current concern include:

- Seaford-Oyster Bay Expressway (Route NY-135)
- Long Island Expressway (Interstate NY-495)
- Old Country Road

Responses to Violence

(Incident reporting, Investigation, Follow-Up, Evaluation, and Disciplinary Measures)

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented through the School Safety and Educational Climate (SSEC) Summary Data Collection Form as part of the Dignity for all Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR). With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Anonymous reporting systems will be utilized if deemed necessary. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team (Threat Assessment Team) for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with the Nassau County Police Department, Plainview Fire Department, Homeland Security and other emergency response agencies at the building level. Representatives from these agencies participate on Building-Level School Safety Teams.

Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Nassau County Police Department.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per the Building-Level Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents.

Investigation:

After the incident has occurred the Threat Assessment Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy and procedures.

Follow-up:

The Plainview-Old Bethpage Central School District recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The District-Wide School Safety Team (Threat Assessment Team) is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

Disciplinary Measures:

The Plainview-Old Bethpage Central School District Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The Plainview-Old Bethpage Central School District has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members. The Code of Conduct was updated in August 2016, made available and posted on our website.

Emergency Response Protocols

Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in the Building-Level Emergency Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Emergency Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team. The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

School-Principal	Phone	Fax	E-Mail
JFK High School- James Murray, Principal	516-434-3125	516-937-6433	Jmurray@pobschools.org
Mattlin Middle School-Dr. Joseph Coladonato, Principal	516-434-3250	516-937-6431	JColadonato@pobschools.org
POB Middle School- Alice Bowman, Principal	516-434-3317	516-349-4777	ABowman@pobschools.org
Stratford Rd. Elementary School-Dr. Alison Clark, Principal	516-434-3389	516-937-6347	AClark@pobschools.org
Pasadena Elementary School- Karen Heitner, Principal	516-434-3451	516-937-7291	KHeitner@pobschools.org
Judy Jacobs Parkway Elementary School- Gregory Scesney, Principal	516-434-3358	516-349-4380	gscsney@pobschools.org
Old Bethpage Elementary School- Suzanne Gray, Principal	516-434-3419	516-756-3204	sgray@pobschools.org
Non-Public School: AHRC Brookville Center-Stanford Perry, Executive Director	516-626-1000	516-626-1493	sperry@ahrc.org
Non-Public School: Anderson Center for Autism-Sharon West, Resident Manager	845-889-4034	N/A	swest@andersoncares.org
Non-Public School: BOCES, Iris Wolfson High School-Lisa Paolucci, Principal	516-626-6710	516-626-3826	lpaolucci@nasboces.org
Non-Public School: BOCES, Career Prep High School-Jervey Edwards, Principal	516-629-4400	516-546-6357	jedwards@nasboces.org
Non-Public School: BOCES, Carman Road School-Jeannine Stutz, Principal	516-608-6200	516-541-7368	jstutz@nacboces.org
Non-Public School: BOCES, Center Community Adj NET- Chris Korolczuk, Principal	516-396-2900	516-396-2990	ckorolczuk@nasboces.org
Non-Public School: BOCES, James E. Allen Jr./Sr. High-Martin Hearney, Principal	631-549-5580	631-623-4933	mhearney@wsboces.org
Non-Public School: BOCES, Jerusalem Ave. Elem. School-Shaundrika Langley-Grey, Principal	516-608-6300	516-608-6314	sgrey@nasboces.org
Non-Public School: BOCES, Rosemary Kennedy-Matthew Zeger, Principal (Upper)	516-396-2600	516-781-0733	mzeger@nasboces.org
Non-Public School: BOCES, Rosemary Kennedy – Carol Grima, Principal (Lower)	516-396-2600	516-781-0733	cgrima@nasboces.org
Non-Public School: BOCES, Seaman Neck School-Christine Nardi, Principal	516-719-6000	516-783-9155	cnardi@nasboces.org
Non-Public School: BOCES, William School-Joanna Malamente, Principal	516-483-7300		jmalamente@nasboces.org
Non-Public School: Center for Discovery (SSA), Kerri Muzuruk, Asst. Chief of Educ.	845-707-8492	845-707-8910	kmuzuruk@tcfcd.org
Non-Public School: Chaminade High School-Bro. Joseph Dominick Bellizzi, Principal	516-742-5555	516-742-1989	GeneralMail@chaminade-hs.org
Non-Public School: Chaminade High School-Vincent Jeffrey, Transportation	516-742-5555x522	N/A	vjeffrey@chaminade-hs.org
Non-Public School: Churchill School-Jason Wallin, Principal	212-722-0610	212-722-1387	jwallin@churchillschoolnyc.org
Non-Public School: Crestwood Country Day School, Stephanie Steiner, Admin	631-692-6361	N/A	stephanie@crestwoodcamps.com
Non-Public School: DDI Huntington-Lauren Saxon, Coord. Of Transportation Info.	631-266-4450	631-925-5661	Lauren.saxon@DDI.ny.org
Non-Public School: DDI Smithtown-Michelle Sciarra, Dir. Of Children’s Day Program	631-266-2917	631-366-2997	Michelle.sciara@DDI.ny.org
Non-Public School: East Woods School, Laura Kang, Administrator	516-922-4400	516-922-2589	lkang@eastwoods.org
Non-Public School: Fusion Academy-Tiffany Belferder, Head of School	516-364-5414	516-364-5906	tbelferder@fusionacademy.com
Non-Public School: Hagedorn Little Village-Dr. Jon Feingold, Executive Director	516-520-6000	516-796-6341	Jon.feingold@littlevillage.org
Non-Public School: Hagedorn Little Village-Ms. Patti Pizza, Principal	516-520-6000	516-796-6341	Patricia.Pizza@littlevillage.org
Non-Public School: HANC Plainview-Rabbi Kalman Fogel, Principal	516-681-5922	516-681-8351	rabbifogel@hanc.org
Non-Public School: HANC Plainview-Karen Berkowitz, Office Manager	516-681-5922	516-681-8351	kberkowitz@hanc.org
Non-Public School: HANC Uniondale-Eli Slomnicki, Principal	516-538-8161	516-489-1142	eslomnicki@hanc.org
Non-Public School: Harmony Heights-Kathryn Nastri, Executive Director	516-922-6688	516-922-6126	kathy.nastri@harmonyheights.org
Non-Public School: Henry Viscardi-Angelo Zegarelli, Head of School	516-465-1695	516-465-3766	azegarelli@henryviscardischool.org
Non-Public School: Holy Trinity High School, Kathleen Moran, Principal, or contact via email Carolyn Coons, the Principal’s Secretary	516-433-2900	516-433-2827	ccoons@holyltrinityhs.org (This email address is for Carolyn Coons, the Principal’s Secretary)
Non-Public School: Kellenberg High School-Mr. Kenneth Conrade, AP, Academics	516-292-0200 Ext. 204	516-292-0877	mrconrade@kellenberg.org
Non-Public School: LI Lutheran High School-John Buck, Head of School	516-626-1700	516-622-7459	John.buck@luhi.org
Non-Public School: LI School for the Gifted-Ms. Cheryl Novick, Asst. Principal	631-423-3557	631-423-4368	info@ligs.org (this general email is checked regularly)
Non-Public School: NS Hebrew Academy H.S., Rabbi Dr. Noam Weinberg, Principal	516-487-2424	516-487-6663	nweinberg@nshahs.org
Non-Public School: OLM, Hicksville, Ms. Jane Harrigan, Principal	516-433-7040	516-433-8286	jharrigan@olmshicks.org
Non-Public School: OLM Academy, Syosset, Ms. Pattie Ann Leibman, Transp. Coord.	516-921-1047 Ext. 118	516-921-3634	pleibman@olma.org
Non-Public School: Portledge School, Mr. Simon Owen-Williams, Head of School	516-750-3301	516-671-2039	sowenwilliams@portledge.org
Non-Public School: Sacred Heart Academy, Ms. Kristin Lynch Graham, President	516-483-7383	516-483-1016	kgraham@sacredheartacademyhempstead.org
Non-Public School: Shelter Rock Academy, Allison Barshak, Principal	516-305-8881	N/A	abarshak@herricks.org
Non-Public School: Solomon Schechter, Dr. Cindy Dolgin, Head of School	516-935-1441	516-935-8280	cdolgin@schechterli.org
Non-Public School: South Side Middle School, Shelagh McGinn, Principal	516-255-8976	516-763-0914	smcginn@rvcschools.org
Non-Public School: St. Anthony’s High School, Brother Gary Cregan, Principal	631-271-2020	631-351-1507	officeofthepincipal@stanthonyshs.org
Non-Public School: St. Dominic High School, Richard Garrett, Principal	516-922-4888	516-922-4485	rgarrett@stdoms.org
Non-Public School: St. Edward the Confessor, Mr. Vincent Albrecht, Principal	516-921-7767	516-496-0001	valbrecht5571@stedwardconfessor.org
Non-Public School: St. John the Baptist High School, Nan Doherty, Principal	631-587-8000	631-587-8996	principalsoffice@sibdhs.org
Non-Public School: St. Patrick’s School, Huntington, Sister Maureen McDade, Prin.	631-385-3311	631-673-4609	smcdade@stpathunt.org
Non-Public School: The Summit School, Upper, Mr. Larry Litwack, Dir. Of Transp.	718-264-2931	718-969-4073	Litwack@summitqueens.com

Non-Public School: Trinity Lutheran School, Mary-Elaine Leake, Principal	516-931-2211	516-931-6345	mleake@TrinityLI.org
Non-Public School: UCP of NC, Karen Geller-Hittleman, Asst. Exec. Dir., Children's Services	516-378-2000 X260	516-378-3791	kgeller-hittleman@cpnassau.org
Non-Public School: Village School of Great Neck-Stephen Goldberg, Principal	516-441-4900	516-441-4909	sgoldberg@greatneck.k12.ny.us
Non-Public School: Vincent School, John Baldi, Head of School	516-365-4900	516-627-5648	jbaldi@vincentsmithschool.org
Non-Public School: Waldorf School of Garden City, Susan Braun, School Admin.	516-742-3434	516-742-3457	brauns@waldorfgarden.org
Non-Public School: Winston Prep, Lauren Gallo, Administrator	631-779-2400	631-390-0120	lgallo@winstonprep.edu
Non-Public School: Yeshiva Har Torah, Rabbi Gary Menchel, Principal	718-343-2533	718-631-2513	rabbimenchel@hartorah.com

In general, parent/guardian notification will be conducted by the District's mass notification system (School Messenger). In the event of an emergency, residents will receive notification via phone, email and text message. In addition, vital information will be post to the District's website. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each Building-Level Emergency Response Plan, specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building-Level Emergency Response Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Bomb Threats:

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the Building-Level Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The *FBI Bomb Threat Call Checklist* will be available at phone reception areas.

Hostage Taking:

The Building-Level Emergency Response Plan for *Missing/Abducted/Kidnapped Student* procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

Intrusions:

The Building-Level Emergency Response Plan hazard specific procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or another appropriate emergency notification.
- If the situation escalates, plain language will be utilized to notify all building occupants to lockdown according to pre-defined procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Kidnapping:

The Building-Level Emergency Response Plan procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

Responses to Acts of Violence Including Suicide Threats (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System.
- Use of staff trained in de-escalation techniques.
- Inform building Principal.
- Determine level of threat with Superintendent (Activate Threat Assessment Team).
- Contact law enforcement agency, if necessary.
- Contact parent if necessary utilizing emergency notification system or most appropriate method.
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary.

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System.
- Determine the level of threat.
- If necessary, isolate the immediate area through a Hold-In-Place.
- Inform building Principal/Superintendent.
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency.
- Notify parents when appropriate utilizing mass notification system.
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System

- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

School Building Chain-of-Command Table

School Building	IC #1	IC #2	IC #3
POBJFKHS (High School)	James Murray, Principal	Philip Farrelly, Asst. Prin.	Michael Cestaro, Asst. Prin.
POBMS (Middle School)	Alice Bowman, Principal	Kerry Farrell, Asst. Prin.	Dorothy Drexel, Asst. Prin.
MMS (Middle School)	Joseph Coladonato, Principal	Regina Talento, Asst. Prin.	Thomas Schwartz, Asst. Prin.
Stratford Road Elem. School	Alison Clark, Principal	Lynn Winters, Asst. Prin.	
Pasadena Elem. School	Karen Heitner, Principal	Jodi Marchese, Asst. Prin.	
Parkway Elem. School	Gregory Scesney, Principal	Joanna Gentile, Asst. Prin.	
Old Bethpage Elem. School	Suzanne Gray, Principal	Kristin Seidel, Asst. Prin.	

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Homeland Security, Red Cross, Plainview Fire Department, Nassau County Police Department, Nassau County Office of Emergency (Commissioner), Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district’s resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the Building-Level Emergency Response Plans.

District Resources Use and Coordination

Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command.

Protective Action Options

Building-Level Emergency Response Plans, which are confidential, address the following response actions as determined by the nature of the emergency. Specific response actions are explained in detail in each building plan:

- **School Cancellation** (Conditions warrant making a decision not to open schools)
- **Early Dismissal** (Conditions warrant returning students to their homes)
- **Evacuation** (Conditions in the building are unsafe warranting relocation)
- **Sheltering** (Conditions warrant movement to a safe place in the building)
 - Shelter-In-Place (weather related)
 - Shelter-In-Place (Generic/Non-specific Bomb Threat)
 - Shelter-In-Place (Specific Bomb Threat)
- **Hold-In-Place** (Conditions warrant isolation of a specific area of the building – usually short-term)
- **Lockdown** (The most serious situation for a school – a threat is in the building)
- **Lockout** (A threat exists outside the school building or in the vicinity)

National Terrorism Advisory System (NTAS)

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Bulletin:

Describes current developments or general trends regarding threats of terrorism.

Elevated Threat Alert:

Warns of a credible terrorism threat against the United States.

Imminent Threat Alert:

Warns of a credible, specific, and impending terrorism threat against the United States.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The ***If You See Something, Say Something™*** campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Recovery – School District Support for Buildings

The 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 and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee: Dr. Mary O’Meara, Superintendent of Schools
- School Business Official: Mr. Richard Cunningham, Assistant Superintendent, Business
- Director of Facilities: Mr. Andrew Ward, NYS Director of Facilities III
- Chief Emergency Officer: Mr. Christopher Donarummo, Assistant Superintendent, Student Services and Safety
- Food Service Director: Ms. Karen Ball, District Food Service Director (Whitson’s Food Service)
- Head Nurses: Ms. Luann Bonnet-Hutzler, Nurse Coordinator; Ms. Karen Goldberg, Nurse Coordinator
- Administrator: Dr. Vince Mulieri, Assistant Superintendent, Human Resources
- Administrator: Ms. Joanne Mannion, Assistant Superintendent, Curriculum

Disaster Mental Health Services

The Building-Level Emergency Response Team will designate the Post-Incident Response Team in each school building to respond in crisis situations and help provide disaster mental health services as outlined in our Building-Level Emergency Response Plan. Depending on the scope of the situation, the Nassau County Office of Emergency Management and Department of Mental Health may be contacted to help coordinate a County or State-Wide effort.

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. Forms, resources, and training materials have been developed for this purpose and can be obtained on the **Nassau Schools Emergency Planning Consortium Website** at:

www.nassauschoolemergency.org under the **Safety Plans** tab.

APPENDIX A

PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT District-Wide School Safety Team Meeting Attendance and Minutes October 1, 2020

Required Attendance

Representative	Name	Absent/Present
School Board Member		
Teacher Representative		
Administrator		
Parent/Teacher Org.		
School Safety Personnel		
Student (Optional)		
Others		

Additional Attendance

Organization or School	Name	Title

Agenda

1. District-wide Safety Plan Review
2. Incident Review
3. Principal Reports
4. Status of Exercises/Drills
5. Training

Minutes

APPENDIX B

Pandemic Planning

Our District-Wide School Safety Plan is based on addressing the four phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery). This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team.

Prevention/Mitigation:

- We will work closely with the Nassau County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by school nurses for reporting communicable disease, including influenza, and communicating with the Health Department:
 - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Nassau County Department of Health, Bureau of Infectious Diseases, 240 Old Country Road, Mineola, N.Y. 11501.
 - Public Health Consultation and Immediate Reporting: 516-227-9639
 - Weekend/After-hours Consultation and Reporting: 516-742-6154
- The Nassau County Department of Health will monitor County-wide cases of influenza and inform school districts as to appropriate actions.
- Mr. Christopher Donarummo, Assistant Superintendent, Student Services and Safety, will help coordinate our Pandemic planning and response effort. This person will work closely with the District-wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district physician and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Human Resources Director, Business Official, Facility Director, and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* will be reviewed on September 24, 2020, for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

Preparedness:

- We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Nassau County Department of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.
- The District-wide Command Center will be at Central Office with the alternate at Plainview-Old Bethpage John F. Kennedy High School and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

• Dr. Mary O’Meara	Superintendent	516-434-3000
• Mr. Christopher Donarummo	Assistant Superintendent, Student Services and Safety	516-434-3074
• Dr. Vincent Mulieri	Assistant Superintendent, Human Resources	516-434-3040
• Mr. Richard Cunningham	Assistant Superintendent, Business	516-434-3050
• Ms. Joanne Mannion	Assistant Superintendent, Curriculum	516-434-3010

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed both the IS 100 (Introduction to Incident Command) IS 362 (Multi-Hazard Emergency Planning for Schools) and IS 700 (National Incident Management System) training courses which are available on-line through the Nassau Schools Emergency Planning Consortium Website at www.nassauschoolemergency.org.

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include: school postings; general mailings; e-mails; special presentations; phones and cell phones, reverse 911 systems, and the public media. A school district Public Information Officer (PIO), Dr. Mary O’Meara, Superintendent, has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. We test/exercise our Public Address System on a daily basis. We test/exercise our School Messenger system on a weekly basis.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision-making authority for the district Dr. Mary O’Meara, Superintendent; Mr. Christopher Donarummo, Assistant Superintendent, Student Services and Safety; Dr. Vincent Mulieri, Assistant Superintendent, Human Resources; Mr. Richard Cunningham, Assistant Superintendent, Business, Ms. Joanne Mannion, Assistant Superintendent, Curriculum. Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones and phone mail, e-mail, district automated phone notification system.
 - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas: Mr. Richard Cunningham, Assistant Superintendent for Business; Ms. Jen Segui, Assistant Business Administrator; and Ms. Patricia Bulerin, Purchasing. Recognizing the need for job cross-training, we have trained individuals with the following job titles Mr. Richard Cunningham, Assistant Superintendent for Business; Ms. Jen Segui, Assistant Business Administrator; and Ms. Patricia Bulerin, Purchasing on June 30, 2020. We have also established the ability to maintain these essential functions off-site from remote locations as follows: Remote access to district network to complete essential business functions. Off-site function was tested on March 16, 2020.
 - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process was provided on November 15, 2020.
 - Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Human Resources Director has provided cross-training of staff to ensure essential functions on June 30, 2020. (Dr. Vincent Mulieri, Assistant Superintendent, Human Resources; Ms. Michele Kass, Secretary to Dr. Vince Mulieri; Ms. Natalie Sopack, Clerical - Administrators and Teacher Records; Ms. Donna Palumbo, Clerical - Clericals, Aides and Custodian Records). Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work day such as alternate or reduced

work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.

- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
 - Hard copy, self-directed lessons
 - Use of mobile media storage devices for lessons (Chromebooks)
 - On-line instruction; on-line resources; on-line textbooks
 - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods on June 30, 2020.

Response:

- The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Nassau County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.
- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The Chief Emergency Officer will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Human Resources Director will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources Director will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district’s staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

I. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district’s pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district’s crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district’s operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district’s pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district’s established ICS and the local/state health department’s and state education department’s ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community’s pandemic plan as well as the state department of education’s plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district’s Incident Command System and the local/state health department’s and state education department’s Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department’s operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA’s healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community’s pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

