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GUIDELINES FOR BUILDING LEVEL EMERGENCY MANAGEMENT PLANS

North Babylon Union Free School District refuses to tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reports of incidents of violence will not be discriminated against. Using student and staff input, each building shall establish an appropriate mechanism for the anonymous reporting of school violence and harassment that will meet the needs of their student population (e.g., Internet, telephone hot line to Central Office or school, outside agency, suggestion box, etc.).

This Plan has been developed to deal with a crisis in the North Babylon School District. A crisis, for the purpose of this plan is defined as a sudden, generally unanticipated event that could profoundly and negatively affect a significant segment of the school population and often could result in injury or death.

This plan presumes that a large number of students and staff could be affected, that the psychological and emotional impact may be moderate to severe, and that outside assistance will be required to resolve the situation. The plan focuses on Reponses to an individual(s) with a weapon on school grounds or to a hostage situation or other situation which requires the evacuation of students from the building. The plan also recognizes that no one approach can apply to any crisis and those responses will depend on the type and location of the crisis. The goal of this plan is to prevent the loss of life or injury to students and staff.

Purpose

The North Babylon Union Free School District District-Wide Emergency Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the North Babylon Union Free School District Board of Education, the District Superintendent of North Babylon Union Free School District appointed a District-wide Emergency Response Team and charged it with the development and maintenance of the District-Wide Emergency Response Plan.

Concept of Operations

The North Babylon Union Free School District Emergency Response Plan is linked to the individual Building Level Emergency Response Plans in that it provides the framework for emergency response protocols upon which the Building Level Plans have been developed.
North Babylon District Safety Committee

The North Babylon School District created a District-Wide Safety Committee tasked with overseeing the safe and up to date security plans for the district.

Salvatore Carambia                     Deputy Superintendent
Daniel D. Caroleo/Paul Miller/
Heather Rowland/                      Board of Education, Trustees
Stephen Koepper                        Director of Facilities
Allen Miller                           Director of Transportation
Joseph Vereline                        Director of School safety
Jason Friesen                          Director of Health, Athletics, Physical Education
Kerry Larke                            Principal
Vincent Fantauzi                       Principal
Bert Gmelch                            Teacher
Peggy Melicharek                      Nurse
Joe Milians                            Chief Custodian

The Safety Committee should consider the following:

- Familiarized itself with the provisions of the SAVE Legislation, particularly those related to school safety planning
- Reviewed available supplemental information related to school safety planning
- Developed and implemented a work plan leading to the establishment of the Project Save District Level Plan conforming to the requirements specified in the SAVE legislation.
- Drafted the Project Save District Level Plan
- Conducted a Public Hearing on the Project Save District Level Plan in cooperation with the North Babylon School District Administration
- Assured sufficient time for public comment and considered such comment before finalizing the Plan for consideration by the Board
- Coordinated efforts with the Board Policy and the Safety Committees as necessary
- Completed activities in accordance with an implementation timeline
- Developed a list of required follow-up activities to fully implement safety planning related measures of SAVE

Chief Emergency Officer

Superintendent Glen Eschbach is the Chief Emergency Officer. The Chief Emergency Officer is responsible for ensuring the elements of the District Wide Safety Plan and Building Level Emergency Response Plans are implemented. The Chief Emergency Officer will also coordinate appropriate safety, security, and emergency training for district and school staff. Also annually update all building Level Emergency Response Plans, assist with decisions related to security related to technology and development of polices for the use of such technology and ensure that required evacuation and lock down drills are conducted in accordance with the requirements of Educational Law 807.
Distribution of the Plan

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police within thirty days of adoption.

E-mail District Wide and Building Level Safety Plans to SED Business Portal:


School ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.

Record of Distribution

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name of Receiving Party</th>
<th>Date</th>
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<tr>
<td>North Babylon Fire Department</td>
<td>James Harrington III</td>
<td>9/2019</td>
</tr>
<tr>
<td>Suffolk County Police Dept. 1st Precinct</td>
<td>Jeanne Osias</td>
<td>9/2019</td>
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Plan Review and Updates

8 NYCRR Section 155.17 (b) requires the School Safety Team to review its ERP annually and update it by July 1st as needed.

<table>
<thead>
<tr>
<th>Revision/Update/Amendment</th>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Updated</td>
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<td>9/2019</td>
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**Emergency Management Directory**

Suffolk County Emergency Management Office    (631) 852-4920  
Suffolk County Police Headquarters    (631) 852-6000  
Suffolk County 1st Precinct    (613) 854-8100  
Suffolk Sheriff's Department    (613) 852-2205  
New York State Police (Troop L)    (631) 756-3300  
New York State Park Police    (631) 321-3700  
North Babylon Fire Department    (631) 669-0419  
Babylon Town Public Safety Management Office    (631)957-4250  
Suffolk County Fire Rescue & Emergency Services    (631) 924-5252  
NYS Emergency Office Hauppauge    (631) 952-6322  
Federal Emergency Management Office (FEMA)    (212) 680-3600  
Red Cross    (631) 924-6911  
Suffolk County Social Services    (631) 854-9700  
Western Suffolk BOCES    (631) 549-4900  
Eastern Suffolk BOCES    (631) 289-2200  
New York State Department of Health    1 800 458-1158
Confidential Telephone Numbers

Central Office and Building Administrators

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<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Contact Information</th>
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<tr>
<td><strong>Central Office Switchboard</strong></td>
<td>Theresa Randazzo</td>
<td>7002</td>
</tr>
<tr>
<td><strong>Central Office Administration</strong></td>
<td>Fax 321-3295</td>
<td></td>
</tr>
<tr>
<td>Glen A. Eschbach - Superintendent of Schools</td>
<td>7011</td>
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<tr>
<td>Secretary - Erin Aristy</td>
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<tr>
<td>District Clerk - Celeste Kerimian</td>
<td>7012</td>
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<tr>
<td>Kim Skillion - Asst Supt for Curriculum &amp; Instruction</td>
<td>7082</td>
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<tr>
<td>Secretary - Stefani Montgomery</td>
<td>7082</td>
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<tr>
<td>Admin Assistant for Curriculum - Chris Berkowitz</td>
<td>7015</td>
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<td>and Educational Operations</td>
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<tr>
<td>Barbara Butler - Asst Supt for Personnel</td>
<td>7016</td>
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<td>Admin Assistant for HR - Christina Rotunno</td>
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<td>Lorrie Crowe</td>
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<td><strong>Business Office</strong></td>
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<tr>
<td>Salvatore Carambia - Deputy Supt of Schools</td>
<td>7025</td>
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<td>Asst. Business Administrator - Steven Pshihigos</td>
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<td>Payroll - Wenyen Chang/Martine Guzman</td>
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<tr>
<td><strong>Academic Departments</strong></td>
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<tr>
<td>Kim Lowenberg-Coyne - Dir of Music &amp; Art</td>
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<td>Secretary - Christine Levene</td>
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<td><strong>Special Education Department</strong></td>
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<tr>
<td>Belmont</td>
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<td>Secretaries - Linda DiFiore/Joan Dengate</td>
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<tr>
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<td>Marion G. Vedder</td>
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<tr>
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<tr>
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<td>Principal - Drew Olson</td>
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<tr>
<td>Secretaries - Melissa Russo/Lori Ruvolo</td>
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<td>William F. DeLuca</td>
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<tr>
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<td>Woods Road</td>
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<tr>
<td>Nurse - Jeanine Spalletta</td>
<td>7870/7872</td>
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</table>

Peter J. Brennan (491-4390); NBTO (Ph:587-8339, Fax:587-8795); Almost Home (Mr. Tony Tatti - 422-0333)

Adult Education (Director, Trish Lemanczyk - 620-7189 / Secretary, Lorraine Dabado 620-7039)

1st Precinct (854-8100) - Joseph Vereline (631-807-8580)
Building Level School Safety Planning Team

The North Babylon School District-Wide Safety Plan is linked to individual building level emergency response plans, in that it provides the framework for emergency response protocols upon which the Building level plans have been developed.

Each principal should create a safety team consisting of individuals representing administrators, school safety officer, teacher representatives, parent representative, and outside agencies. Note each principal can add to this list as deemed necessary.

1. Principal
2. Parent
3. Nurse
4. Chief Custodian
5. Teacher
6. Psychologist
7. Director of Security
8. Security on staff
9. Police Department Liaison
10. Chief of the Fire Department

The Safety team should:

- Familiarize itself with the SAVE legislation, focusing on school related safety planning.
- Review available supplemental information related to school safety planning.
- Conduct meetings to critique and revise current plan to improve safety.
- Coordinate efforts with the Board Policy and Safety Committee’s as necessary.
Crisis Kit

The crisis kits are school emergency bags that contain supplies that you may need during an emergency. Each building will have two crisis kits. In addition, there are three district level crisis kits. These are located in the Security Director’s office and in each of the security vehicles. The kits will be inspected biannually (August and February) to ensure a complete and up to date kit. The North Babylon School District crisis kits will contain the following items.

1. Copy of the Building School Safety Plan
2. Current Year Book
3. Complete Student Roster
4. Classroom, District-Wide and Emergency Telephone Directory
5. School Floor Plan (include location of shut off valves for alarms and water)
6. Master Keys/ properly labeled
7. Blank Name Tags
8. First Aid Kit
9. Barricade Tape
10. Megaphone (with fresh batteries)
11. Whistle
12. Bell Schedule
13. School Bus Routes
14. Neon Safety Vests
15. Notebooks
16. Pens/Markers
17. Box of latex Gloves
18. Duct Tape
19. Flash light with fresh batteries
The New York State Homeland Security System for Schools will be adhered to as follows:

**LEVEL RED – SEVERE RISK**

R1 - Closed school before opening.
R2 - Closed school while in session
R3 - Lockdown
R4 - Short-Term Shelter in-place.
R5 - Transfer to alternate location or emergency shelter.

**LEVEL ORANGE – HIGH RISK**

O1 - Complete O2 and activate lockout procedures.
O2 - Complete LEVEL YELLOW, Limit access to facilities; Review building use permits and evaluate field trips.

**LEVEL YELLOW**

Review Building Use Permits.
Confer with authorities for further action.

**LEVEL BLUE** Restrict Parking and
Increase Surveillance.

**LEVEL GREEN**
Normal Operations
Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school jurisdiction. The Incident Commander will establish the Incident Command Post and provide an assessment of the situation to the emergency responder, identify incident management resources required and direct the on scene incident management activities from the ICP.
Shelter in Place

The SHELTER PLAN (stay where you are) is used when it is safer inside than outside due to weather or other extenuating circumstances

- **Shelter-in-Place** will be announced by intercom, Public Address (P.A.) System, or otherwise with instructions on how to proceed. **(DO NOT USE CODES, CARDS or COLORS)**

- In the event of imminent danger due to natural or man-made disasters, facility will be notified by intercom or phone. Staff and students will be instructed to “Take Cover”. Move away from the windows if necessary.

- Staff and students will move to the main corridor outside the classroom. Class room doors will be shut.

- Students will sit quietly on the floor, with their backs to the wall.

- Turn off utilities and ventilation systems (heating, ventilation and air conditioning) if appropriate.

- Prepare to shelter-in-place for extended periods including arrangements for food/water, sleeping, hygiene, medical needs, etc. Activate Annex(es) appropriate to respond to the situation.

- Notify all concerned parties when the Shelter-in-Place is lifted.

Hold in Place

Hold in Place will be implemented if there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement is limited, a “Hold-in-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

- **Hold-in-Place** will be announced by intercom, Public Address (P.A.) System, or otherwise with instructions on how to proceed. **(DO NOT USE CODES, COLORS OR CARDS)**

- Students in hallways, bathrooms or other common areas will return to their classroom. If the Hold-in-Place is announced between class periods, students will return to their previous class and await instructions.

- All available staff members will assist in maintaining order and accounting for students. Remain in position until further instruction is given or remaining in place compromises safety.
Evacuation

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger. **BE ADVISED**- Each building has in place an updated, detailed and specific evacuation plan which is specific to their location. The plans are routinely reviewed, updated and practiced.

- Communicate the need to evacuate the building or a specific area of the building to the building staff and other occupants by activating the fire alarm and/or by a Public Address (P.A.) System or bullhorn.

- Upon hearing the evacuation signal on the intercom or phone, staff and students are to immediately leave their building according to the Fire Exit Plan, unless informed otherwise.

- Staff and students are to walk to the right of the corridor in a single file with minimum talking.

- Students are to remain together in designated areas outside the building. Staff members are responsible for supervision of students and taking attendance, to ensure all students are accounted for and removed from the building.

- The school nurse will inform the Director of School Safety of all permanently disabled students. The Director of School Safety will inform the guards the students’ needs and inform them of evacuation routes and safe room areas.

- In the event of an emergency the security guard along with the student’s aide will safely remove the child from the building.

- In the event they cannot remove the student from the building, they are to bring the student to the designated safe room/ area until emergency responders arrive.

- Proceed to off-site locations.

- Notify all assembly areas to evacuate to offsite location.

- Method of Travel, students, faculty and staff will travel to off-site by way of school buses if possible.

- No students or staff shall return to school buildings or grounds until advised to do so by the Incident Commander or appropriate officials.

- The Incident Commander will make the decision when it is safe to return to the building.

- In the event that emergency response services (Police, Fire, EMS) are called, the Incident Commander may transfer incident command to the appropriate authority, who will then make the decision to allow students and staff to return to the building or grounds.
Lockout

This is a procedure which allows the school to continue with the school day inside, curtails outside activity and allows no unauthorized personnel into the building. The lockout plan will be implemented when an incident is occurring OUTSIDE the school building. Examples of incidents may include a bank robbery, or other police activity in the immediate area. Steps such as curtailed movement within a building may be implemented depending on intelligence received or the assessment of the situation.

- **Lockout** will be announced by intercom, Public Address (P.A.) System, or otherwise.

- **(DO NOT USE CODES, COLORS OR CARDS)**
  - All outdoor activities shall cease and be immediately moved indoors (i.e., gym classes, playground, etc.).
  - As soon as all students and staff are in the building all exterior doors shall be locked.
  - Normal activity will continue within the building (unless directed otherwise).
  - Turn lights off and close blinds (unless directed).
  - Do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made.
  - Report any suspicious activity observed either indoors or outdoors to the main office.
  - A lockout will be lifted when notification is made by administration. Activate Annex(es) appropriate to respond to the situation.
  - If any parents call the school, advise them not to respond to the facility at this time, as they will not be allowed in until the situation is cleared by the police.
  - District office will send out a parent link message to staff and the community.
  - Administration, District Safety Committee and the Building Safety Team will critique the operation upon conclusion of the incident.
Lockdown

In certain critical situations, it may be determined that the safest place for the students, staff and other occupants in inside the building. The Lockdown procedure is used when there is an immediate and imminent threat to the school building population.

- Anyone can call a Lockdown – call 911 and the Superintendent’s office.

- Where possible a Lockdown will be announced by intercom, Public Address (P.A.) System, or otherwise. (DO NOT USE CODES, COLORS OR CARDS)

- Bring students into secure areas.

- Notify staff and students outside to evacuate and/or clear the grounds.

- Check immediate area for students, i.e. bathrooms, halls, etc.

- Close and lock doors/windows (do not cover door window), keep blinds open and lights on.

- Teachers and students should be out of sight of windows and doors (preferably against wall adjacent to a door).

- Do not respond to unconfirmed alarms or bells, everyone must remain silent.

- Do not respond to Public Address (PA) system or other announcements.

- Do not answer or communicate through your door or classroom phone.

- Silence cell phones and limit use to only relay pertinent information to 911 (i.e., description/location of active shooter/victim injuries).

- Allow no one to leave the room once it is secure.

- Take attendance and record missing/extra children.

- Remain in lockdown until cleared by a designated administrator with a key as well as a PA announcement by an Assistant Principal or Principal’s designee.

- Mobilize the Crisis Response Team.

- Lockdown will only end when you are physically released from your room or secured area by law enforcement.
Crime Scene Management

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence.

- Ensure your personal safety first, then if possible, formulate a plan and make mental notes.
- Evaluate the severity of the situation, call 911 if appropriate.
- Identify involved parties.
- Be aware of weapons, hazards, and potential evidence.
- Don’t touch anything unless absolutely necessary to preserve safety.
- Clear away uninvolved people.
- Establish a perimeter that prevents people from entering the potential crime scene.
- Safeguard the scene—limit and document any people entering the area.
- Don’t use phones or bathrooms within the crime scene area.
- Don’t eat, drink or smoke in the crime scene area.
- Write down your observations as soon as is safe to do so.
- Record detailed information—don’t rely on your memory.
- Notes will aid first responders upon arrival and could be utilized in court.
- Call 911 (if not already called or police are not on scene).
- Take good notes—such as: time, date, people at scene, weather, doors open or closed, lights on or off and the position of furniture.
- Be prepared to provide your notes and information to police.
Communications

The North Babylon School District has established policies and procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, the school community and the media.

Types of Communications:

Communication between School and Emergency Responders

The School will contact and maintain communications with emergency responders during an incident. The School Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The incident Commander will use the communication platform to notify the principal of the school’s status and needs. The school and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

Internal Communications

The North Babylon School District has identified Superintendent Glenn Eschbach as the Public Information Officer and PR Syntax as his alternate. For the building level the school principal will be the internal spokesperson. The Superintendent will help create the policies and plans for communicating emergency information internally and to the public. The Superintendent will help establish alternative means to provide information in the event of a power failure. The superintendent will also develop materials for use in the media briefings and act as contact for emergency responders and assist in coordination of media communications. The Superintendent will provide a phone number, website or recorded hotline where parents can receive updated incident information and inform parents and students when and where school will resume.

After the incident school administrators will schedule and attend an open question and answer meeting for parents/guardians as soon as possible.

Communication with the Media

In the event of an incident, the School Incident Commander or the Emergency Responder Incident Commander will coordinate with the Superintendent and/or participate in a joint effort to:

- Establish a media site and reception area away from the school and any established Incident Command Post, Evacuation site, or Reunification site.

- Determine a media location for a low impact event (such as a water main break) and high impact event (such as an active shooter incident).

- Provide regular updates to the media and school community.

- Once incident Command is transferred to emergency response authorities, so will PIO functions be transferred to the ICS PIO.

- Note: Only provide information that has been approved to be released by the Incident Commander in charge.
Medical Emergency

Sequential Response Action

- Individual first on scene will assess the situation and contact 911 immediately if an ambulance is needed.

- **Check**: the area surrounding the victim to make sure there is no additional danger. (Example, fire or live electric. Then check and evaluate the condition of the aided).

- **Call**: if alone, utilize communication available (cell phone, radio) to call for help. If possible, send someone for help if there is no communication available. Utilize radios within the building to contact nurse. CALL 911, local fire department, security, and building administrator. Attempt to gather as many details as possible to pass along to the emergency personnel.

- **Care**: begin to care for the victim in a manner within your capabilities. If necessary, send for the nearest AED device. Do not move the victim unless absolutely necessary.

- Have security or an available adult wait in front of the building in order to direct the emergency responders to the scene.

- Keep the areas clear of bystanders in order to expedite the arrival of the emergency personnel and the care of the victim.

- The principal or their designee should ascertain the circumstances of the incident and commence the investigation if injury was on school property.

- The principal, nurse or other qualified person should be the only employees in each building to administer Epi-Pens for students / staff.
**Accounting for All Persons**

The purpose of this procedure is on developing actions to account for the whereabouts and well-being of students, staff, and visitors and identifying those who maybe missing.

The Building Level Safety Team should consider the following when reviewing current or revising their procedures:

- Taking attendance and reporting to the Incident Commander when class relocates inside the building or an evacuation takes place.
- Reporting to the Incident Commander when a student, staff member, or guest cannot be accounted for.
- Dismissal of students if they have been relocated in the building.

**Reunification**

The Reunification Plan is a safe and secure means of reuniting parents/guardians with their children in the event of an emergency.

- Each Principal should pre-designated 2 reunification sites. (A primary and a secondary site).
- The Principal will designate a Reunification Coordinator.
- The Principal will designate a holding area for arriving students and waiting family members.
- Principals will ensure students remain on buses or in a holding area separate from parents until they can be signed out to waiting parents.
- Principals will ensure student release form is filled out by parent/guarding when releasing student.
- Instruct parents/guardians to leave the site to make room for other’s once they have properly signed out their child.
- The principal will maintain a current student and staff emergency information list that details special needs, such as medical or custody issues.
**Active Shooter Threat**

An active shooter or armed assailant on school property involves one or more individuals acting with the intent to cause physical harm and/or death to students and staff. There isn’t always a reason or method for the selection of victims. Such intruders may possess a gun, a knife, a bomb or other harmful device.

An active shooter will result in law enforcement responding to the scene. Once law enforcement arrives, it is crucial to follow the instructions of and cooperate with law enforcement. The school is a crime scene and will require a thorough search and processing.

Districts Emergency Response procedures will be implemented to alert and protect students and staff.

**Activating the Emergency Response Plan**

The first individual(s) to hear or witness shots fired or recognize the potential for an active shooter should activate the ERP immediately, taking the necessary response actions to keep everyone safe. Notifications to the main office and to 911 should be made if possible. Upon notification the Principal will assume the role of Incident Commander. Appropriate announcements shall be made and the Incident Commander shall implement the procedures specified in this plan.

**Incident Commander Actions**

- Determine what procedures should be activated depending on the location and nature of the shooter.
- Issue instructions, e.g. lockdown or evacuation depending on the situation.
- Notify law enforcement; provide location and description of the shooter if possible.
- Notify schools buses to not enter the school grounds.
- Coordinate with emergency responders at the command post; provide site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- Implement the appropriate response procedure to keep students safe, including appropriate cover for your protection.
- Make appropriate notifications; provide description and location of the shooter if possible.
- When law enforcement arrives, ensure everyone puts items down, raises their hands and spreads their fingers, keeps hands visible at all times, avoid making quick movements, screaming or yelling.
- When safe to do so and instructed by the Incident Commander, implement Accounting for All Persons and Reunification Annexes.
Functional annexes that may be activated in the event of an active shooter on campus may include the following:

- Lockdown
- Lockout
- Evacuation
- Accounting for All Persons
- Reunification
- Communications
- Medical Emergency

In most cases, the primary functional annex will be a lock down, those in large areas (cafeteria, gym) which are difficult to secure or have many egress points, should consider the following options:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction
- Don’t restrict your options for movement

To prevent an active shooter from entering your hiding place

- Lock the door
- Barricade the door with heavy furniture
- Remain silent and turn down cell phones
- If there is an accessible escape path, attempt to evacuate the premises.
- Leave your belongings behind
- Help others escape, whenever possible
- Prevent others from entering an area where an active shooter is present
- Follow instructions from the Police
- If evacuation and hiding are not possible: remain calm, call 911 and leave the line open to allow dispatch to listen

As a last resort and only when life is in imminent danger, attempt to disrupt and/or incapacitate the threat by:

- Acting as aggressively as possible against him
- Yelling
- Committing to your actions
When Law Enforcement Arrives:

- Put any items you have down
- Raise your hands and spread your fingers
- Avoid making sudden movements
- Avoid pointing and yelling

Recognizing Potential Work Place Violence

An active shooter may be a current or former employee, or an acquaintance. Observant personnel may notice characteristics of a potentially violent behavior in an employee. Alert your supervisor or security if you observe potential violent behavior.

Common characteristics of potential violent employees

- Argumentative
- Depression
- Frequently absent
- Mood swings
- Complains of problems with home/family
- Lack of hygiene
- Combative behaviors
Intruder/Trespasser

An intruder on school property involves one or more individuals who may be acting with the intent to cause physical harm to students and staff. Such intruders may present a threat to the safety of the school. An intruder will result in law enforcement responding to the scene.

- The first person to recognize an intruder should activate the Emergency Response Plan, notify the main office and call 911 if possible.

- The principal or their designee will act as the Incident Commander and will implement the appropriate annex. **Always assume an intruder is armed and dangerous.**

- Incident Commander will call the Police (if not already notified), provide location, description and any other information needed.

- Incident Commander will notify school buses not to enter school grounds.

- The Principal or their designee will assess the situation and initiate a lockdown if necessary based on the assumption of danger. An immediate notification will be made to the Superintendent and the Director of School Safety. Follow steps for lockdown procedure.

- Upon arrival of the Police Department, attempts will be made to identify the intruder/trespasser.

- Security will not attempt to overtake or negotiate with the assailant.

- The staff will comply with all instructions and take appropriate action to keep students safe.
**Hostage Situation**

Sequential Response Actions:

A hostage situation is an event when a person is physically detained against their will and is in immediate danger. The best option is to slow the situation down by isolating and containing the person and notify the Police Department.

- Upon notification of a hostage situation- call 911 and initiate lockdown procedures.
- Building administrators notify Superintendent and Director of School Safety.
- **If it is you** - Remain calm and comply with the demands of the hostage taker.
- Be observant of your surroundings.(doors/ windows)
- Speak only when spoken to, avoid statements that could antagonize.
- If the police enter, go to the ground if possible and don’t move.
- Use time to de-escalate the situation.
- As a last resort, know your options should the situation deteriorate. (fight or flight)
Fire Emergency

Sequential Response Actions:

- Upon the discovery of a smoke or fire in a facility, the principal or their designee should sound the building fire alarm immediately and notify the local Fire Department.

- The Principal or their designee should begin evacuation of the facility in accordance establish Emergency Evacuation Plans.

- If alarms sound automatically, the Custodian Supervisor will check the fire panel to determine the location and inform the Fire Department.

- The Security of School Safety will, respond to secure the premise and direct emergency personnel at the property entrances. Custodian supervisor will notify Director of Facilities.

- Building Principal will notify the Superintendent.

- The Principal will initiate accountability procedures to determine if any staff or students are injured or missing. Do not permit students to leave the group after attendance has been taken.

- The Principal will consult with the Fire Department to determine whether to resume, curtail or cease building operations. The Principal will contact the Superintendent to establish what procedures to follow regarding the staff, students and parents.

- The decision to reoccupy the building can only be made by the Fire Chief on scene. In the event of a false alarm, clearance by a fire official is necessary prior to reentering the building. Do not silence the alarm prior to the Fire Departments arrival.
Bomb Threat

Sequential response actions:

- Upon receipt of a bomb threat, utilize response form. Listen for identifying speech characteristics male / female, young/old etc. fill out the response form as complete as possible. If threat is written, do not touch and refer to secure crime scene protocol. Incident Commander conducts an immediate threat assessment and determines the need to evacuate or shelter in place.

- Bomb threats may also take the form of handwritten notes on paper, walls, bathrooms stalls, etc. This protocol should be followed as well.

- Notify the Superintendent, Director of School Safety, and Building Administrator.

- Principal, Building Administrator or designee will notify 911 via landline. DO NOT USE RADIOS OR CELLPHONES TO TRANSMIT A MESSAGE.

- If a suspicious package is confirmed, do not touch it and clear the area.

- Subsequent to a threat assessment being conducted, the principal will direct staff, students and visitors to evacuate via the closet exits.

- The Security of School Safety will coordinate with responding police, fire and security guards to conduct a search of the building. Security will not enter the building until police/fire personnel arrive.

- The Fire Department will respond to a pre-designated mobilization point and await further direction from the police department. The head custodian will be responsible for guiding the Fire Department to the appropriate area of the building, if needed.

- When Police Department personnel and the Director of School Safety complete a search, they will report to their results to the Superintendent. The Superintendent will have the final determination.

- When the “All Clear” is given by the Principal/designee, instruct the staff and students to report back to their classrooms and conduct an attendance check.
**BOMB THREAT CALL PROCEDURES**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and awaiting instructions.

If a bomb threat is received by email:

- Call
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery

**DO NOT:**

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

**WHO TO CONTACT (select one)**

- Follow your local guidelines.
- Federal Protective Service (FPS), Police
  - 387-0429
  - 387-0411
- 911

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**BOMB THREAT CHECKLIST**

**Date:**

**Time:**

**Time Caller Hung Up:**

**Phone Number Where Call Received:**

**Ask Caller:**

- Where is the bomb located? (Building, Floor, Room, etc.)
- Who will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

**Exact Words of Threat:**

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**Information About Caller:**

- Estimated age?
- Is voice familiar? If so, who does it sound like?

**Other notes:**

**Caller’s Voice**

- Normal
- Angry
- Calm
- Choking
- Coughing
- Crackly
- Crying
- Deep
- Deep breathing
- Drunk
- Distraught
- Excited
- Female
- LAUGHING
- Male
- Lead
- Mute
- Nervous
- Raged
- Rapid
- Rasp
- Slow
- Burned
- Soft
- Shatter

**Background Sounds:**

- Animal noises
- Conversation
- Construction
- Conversation
- Clear
- Noise
- Office machinery
- Fireworks
- Loud
- Long distance

**Threat Language:**

- Incoherent
- Message read
- Taped
- Scream
- Profane
- Well-spoken

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**Homeland Security**

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Sequential response Action:

- Upon the occurrence of an explosion in a facility, notify the local fire and police emergency services unit via 911. Institute the ICS.

- Be aware that it is not unusual for the initial explosion to be followed by a secondary explosion. This is possible for both manmade and natural incidents.

- Initiate Evacuation Plan or Shelter Plan as necessary. Evacuate to at least 1000 feet.

- If there are injuries commence Medical Emergency procedures.

- Notify the following individuals: Superintendent, Principal, Clerical, Custodian, Support Staff, Security, and Central Administration.

- Initiate accountability to determine if any students, staff or visitors are injured or missing. Do not allow students to leave until all are accounted for.

- Upon arrival, inform the emergency personnel of the situation.

- Resume, curtail or cease building operations as advised by the fire department officials.
Unattended/ Suspicious Article

Purpose
The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of an Unattended or Suspicious Article.

Scope
The annex outlines responsibilities and duties, as well as procedures for staff responding to Unattended or Suspicious Article in a school building or on school grounds.

Unattended Article:
Any article (including packages, parcel, containers, or other baggage,) whose contents are undermined or not immediately discernible from the outward appearance of the item.

Suspicious Article: An item identified as potentially containing explosives, or other hazardous materials. Articulable information that would upgrade an unattended item to suspicious item would be: Unusual labeling such as excessive postage, Misspelled common words, no return address or strange return address, restrictive marking such as “personal, “confidential,” or “do don’t x-ray,” Lopsided, uneven, rigid, or bulky, strange order, powdery substances, ticking sound, wires protruding, or exposed aluminum foil.

Core Functions
In the event of becoming aware of an unattended or suspicious article found in a school or on school grounds, the schools will contact the Director of School Safety and the Superintendent of Schools for their assistance. Practiced procedures will be put in to action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

Functional Annexes That May Be Activated
Functional Annexes that may be activated in the event of an unattended or suspicious article on campus may include the following:

- Shelter-in-Place
- Evacuation
- Lockdown
- Accounting for All Persons
- Reunification
- Communications
Activating the Emergency Response Plan

Individual(s) discovering an unattended or suspicious article should notify the Incident Commander as soon as possible. Appropriate announcements shall be made and the incident Commander shall implement the procedures specified in this annex. The Incident Commander will notify the Director of School Safety and the Superintendent of School.

Incident Commander Actions

- Determine what procedures should be activated depending on the nature of the threat.
- Issue instructions, e.g. shelter-in-place or evacuation depending on the situation.
- Notify law enforcement, provide threat details.
- Activate communications annex.
- Coordinate with emergency responders at the command post; provide a site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.
- Determine whether school will be closed or remain open.

Staff Actions

- Implement the appropriate response procedures to keep students safe.
- Police may enlist the assistance of school staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Do not touch or handle any suspicious object, bag or container.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification Annexes.

Actions of Individual Discovering an Unattended or Suspicious article.

- Immediately notify the Incident Commander
- Do not use Cell phone or portable radio
- Keep from handling any unattended or suspicious article.
- Secure scene
Hazardous Material Incidents

Sequential Response Actions:

- Upon discovery or detection of any spill of a hazardous material, petroleum or chemical product, the principal or Director of Facilities will notify 911 and the North Babylon Fire Department.

- Consider all suspected hazardous materials dangerous and do not handle or attempt to remove.

- The principal or Director of Facilities will notify the following: Superintendent, Director of School Safety, Custodial Support staff at the specific location where the incident is occurring.

- Fire Department officials and administrators will evaluate the problem and notify the New York State DEC spill hotline at 1 800-457-7362, if appropriate.

- Security will establish a minimum “Frozen Area” of at least 350 feet.

- Extreme caution should be used with any suspected hazardous materials situation. Reroute evacuees away.

- Keep vehicle and pedestrian traffic from frozen area.

- Restrict entry to only those properly trained and equipment, except when absolutely necessary to save life.

- Cooperate with other responding agencies.

- Based on the advice of the Fire Department, curtail or cease building operations. In the event of “shelter recommendation, close all outside air intakes and stop all outside activities.

- After conferring with the Fire Department and environmental officials, resume normal operations or initiate off-campus shelter or “Go Home” plan. Ensure the evacuation route does not go through the spill area.

- Do not evacuate down wind and keep in mind safety first.

Re-Occupancy of a School Building

After a building has been cleared by law enforcement or fire department personnel, the building administrator or his/her designee shall be responsible for making the decision to reenter the school building. Based upon information received, one of three decisions shall be considered by the building administrator: (1) reoccupy the building and resume classes; (2) relocate the building occupants to another facility (sheltering); or (3) activate the plan for early dismissal.
Inclement Weather Plan

In cases of sudden and severe weather conditions such as hurricanes, flooding, snow/ice storms the following plan will be implemented.

- Superintendent/Designee will monitor the local and National Weather Service stations. Delays and closings will be posted accordingly.

- Superintendent will convene the District’s Emergency Management Team to include Deputy Superintendent, Director of Transportation, Director of Facilities and Director of School Safety.

- Superintendent will initiate protocols regarding the possibility of the Districts activation the “Early Dismissal” or “Shelter in Place”.

- Superintendent/Designee will contact the Director of Facilities regarding the possibility of having to activate the building for emergency shelters.

- Deputy Superintendent will assess the road conditions prior to activating the “Early Dismissal” or Sheltering Plan” and make the final decision.

- Curtail all outside activities.

- Earthquake protocol in building: drop, cover and hold. If outside, move to an area clear of buildings and tress.

- Continue to monitor weather conditions, weather alerts, and local radios stations. When “warning” is rescinded or it is deemed safe. Organize to resume normal activities.

- If buildings have sustained damage, notify your building custodian and security department.

- Superintendent activates phone notification system for staff and students.

- Superintendent initiates media notification.
School Bus Accident

If a school bus is in an accident while carrying students, the following procedure will be followed:

- School bus driver will immediately pull to a safe area of the road and render first aid to any injured students.

- The bus driver will notify dispatch. Dispatch will call 911, Deputy Superintendent, School Principal, and the Director of School Safety.

- The building principal will notify the school nurse and request his/her response to the scene as needed.

- The bus driver will wait for the police and have a student seating chart prepared. The bus driver will ensure a Police Accident Report is prepared.

- Transportation Supervisor and/or Transportation Assistant, Director of School Safety will respond to the scene. When necessary the School Nurse will respond to the scene. The Transportation Supervisor or Assistant will report to Dispatch as to extent of injuries and whether or not another bus needs to be sent to transport students. Transportation Supervisor will inform Dispatch if any injuries have occurred and which hospital the students will be transported to.

- The Transportation supervisor or assistant will notify dispatch to transport non injured students home or to another location.

- Dispatch will notify the Deputy Superintendent and School Principal of all information obtained.

- The Principal will have parents notified of the incident and disseminate any information they will need. I.e. Injuries, hospitals or pick up location.

- The Director of Transportation will notify dispatch to send a bus to transport non injured students to safe location.

- The Director of Transportation will critique the occurrence and retrain the Bus Operator as appropriate.
Emotional Crisis Response:

Educators play a critical role in the success of students, not just academically, but socially and emotionally as well. Knowing how to recognize the signs of a crisis, emotional trauma and other related mental issues is critical.

You Should Know:

- Warning signs for mental health problems
- Who to turn, any administrative staff, such as the principal, school nurse, school psychologist, or school social worker, if you have any concerns about a student’s behavior.
- How to access crisis support and other mental health services

What Educators Should Look For in Student’s Behavior:

Consult with a school counselor, nurse, or administrator and the parents if you observe one or more of the following behaviors:

- Feeling very sad or withdrawn for more than two weeks
- Seriously trying to harm oneself, or making plans to do so
- Sudden overwhelming fear for no reason, sometimes with a racing heart or fast breathing
- Involvement in many fights or desire to badly hurt others
- Severe out-of-control behavior that can hurt oneself or others
- Not eating, throwing up, or using drugs to lose weight
- Intense worries or fears that get in the way of daily activies
- Repeated use of drugs and/or alcohol
- Severe mood swings that cause problems in relationships
- Drastic changes in the students personality

What Educators can do in classrooms and Schools:

You can support the mental health of all students in your classroom and school, not just individual students who may exhibit behavioral issues. Consider the following actions:

- Educate staff, parents, students on symptoms and help for mental health problems
- Promote social and emotional competency and build resilience
- Help ensure a positive, safe school environment
- Teach and reinforce positive behaviors and decision making
- Encourage helping others
- Encourage good physical health
• Help ensure access to school based mental health supports.

Developing Effective School Mental Health Programs:

Efforts to care for the emotional well-being of children and youth can extend beyond the classroom and in the entire school. School based mental health programs can focus on promoting mental wellness, preventing mental problems and providing treatment.

Effective programs:

• Promote the healthy social and emotional development of all children and youth
• Recognize when young people are at risk for or are experiencing mental health problems
• Identify how to intervene early and appropriately when there are problems