

# **District-wide School Safety Plan**

2020-2021

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## **Policy Statement of the Superintendent of Schools**

Emergencies in schools must be addressed in a comprehensive, expeditious manner. As with any other institution, schools must be well prepared to address acts of violence, and natural and manmade disasters. In this regard, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is an inclusive planning effort that focuses on prevention, response, and recovery with respect to a variety of emergencies that schools may encounter.

School authorities have both a moral obligation and a legal responsibility to provide for protection of public property and life, and the health and property of students, faculty and staff. As such, the Huntington Union Free School District supports SAVE legislation and will continue to facilitate its implementation. As Superintendent of Schools, I encourage and advocate ongoing district-wide cooperation and support of Project SAVE.

A district-wide safety plan has been developed to encompass each of our schools, as well as our Administration building. This safety plan is comprehensive, concise, and specific. It is reviewed and updated annually, prior to the commencement of school in September. Any changes are provided to principals and reflected in building-level safety plans immediately. Appropriate staff training is also provided.

The safety of our students/staff and the protection of our schools is paramount. Again, our plan has been developed and implemented accordingly.

A handwritten signature in black ink that reads "James Polansky". The signature is written in a cursive style with a large, looping initial "J".

James W. Polansky  
Superintendent of Schools

**Introduction:** Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, as well as from natural and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools. The Huntington Union Free School District (“District”) supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **I. General Considerations and Planning**

### **A. Purpose**

The Huntington UFSD District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Huntington Union Free School District Board of Education, the Superintendent of the Huntington Union Free School District appointed a District-wide School Safety Team and charged it with the Development and maintenance of the District-wide School Safety Plan.

### **B. Identification of District/School Teams**

The Huntington Union Free School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations, school safety personnel, local law enforcement and emergency agencies. The school teams, referred to as School Emergency Response Team, consists of but not limited to administrators, faculty and staff.

### **C. Concept of Operations**

The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan for all schools in the Huntington Union Free School District. The protocols reflected in the District-wide School Safety Plan will be used to guide the development and implementation of the individual Building-level Emergency Response Plans.

The development of the District-wide School Safety Plan was a collaborative effort involving members of the District-wide Safety Team, law enforcement officials, county emergency service coordinators, and Eastern Suffolk BOCES Health Safety Risk Management Services. The plan was further developed utilizing the guidelines provided by the New York State Education Department, in consultation with Homeland Security and the New York State Police.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. The Huntington Union Free School District consists of the following facilities:

- ✓ Flower Hill Primary School
  - ✓ Jefferson Primary School
  - ✓ Southdown Primary School
  - ✓ Washington Primary School
  - ✓ J. Abrams STEM Magnet School
  - ✓ Woodhull Intermediate School
  - ✓ J. Taylor Finley Middle School
  - ✓ Huntington High School
- All information pertaining to an emergency or violent incident will be directed to either the Building Principal/Designee or the District Superintendent/Assistant Superintendent.
  - In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
  - Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his designee will be notified and, where appropriate, local emergency officials will be notified by calling **911**.
  - County and State resources through existing established protocols may supplement emergency response actions, including post-incident responses.

#### **D. Plan Review and Public Comment**

This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. (Please note that due to the current pandemic, a review and update of the plan did not occur until September 2020.)

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), a summary of this plan was made available for public comment 30 days prior to its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the adopted District-wide School Safety Plan are submitted to the New York State Education Department within 30 days of adoption. While linked to the District-wide School Safety Plan, the Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.3. Full copies of the Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

## **II. Risk Reduction/Prevention and Intervention/Early Detection**

This section of the plan is used to identify and describe the District's policies and procedures for reducing the risk of violence; implementing programs and activities for prevention of violence; and establishing clear descriptions of actions that will be taken in the event of a violent incident or other school emergency. Research demonstrates that positive, skills-based approaches can increase the safety of students and teachers in school, as well as improve the community climate.

Programs have been developed by the Huntington Union Free School District to improve communication among students and between students and staff, and reporting of potentially violent incidents.

### **A. Prevention/Intervention Strategies**

#### ***Program Initiatives:***

The Huntington Union Free School District regularly conducts age-appropriate programs for students, staff and parents, such as:

- Athletic Programs
- Bullying Prevention Program
- Character Education
- Citizen of the Week
- Collaboration with the Suffolk County law enforcement and emergency personnel
- Community Partnership Programs
- Counseling Program
- Established anonymous reporting mechanisms for school violence
- Fire Safety Program
- Gang resistance education and training
- Instructional Coaches
- Instructional Support Team
- Internet Safety Program
- Leadership Teams
- National Incident Management System (NIMS) training for emergency response team members
- Natural Helpers Program
- New York State Police Safe Schools Program concerned with bullying and violence prevention
- New York State School Safety Guide (2007)
- Non-Violent Conflict Resolution Training
- Non-Violent Conflict Resolution Training Programs
- Parent Safety Forum
- Peer Mediation
- Positive Behavior Interventions and support
- Project SAVE Violence Prevention Training
- Random Acts of Kindness
- Restorative Practice

- Sandy Hook Promise
- Social Work Program
- Stanford Harmony social and emotional learning program
- Student Mentoring
- Student Safety Forum
- Student Study Circles
- Teacher Mentoring
- Technology Mentoring
- Transition Program for students entering Grade 4, Grade 7 and Grade 9 (This includes vertical articulation regarding at-risk students)
- Transportation Safety Program
- World of Difference Program
- Youth Court

Additionally, the District has installed a robust security surveillance system with 24-hour monitoring and video capability, as well as a Visitor Management System.

## **B. Training, Drills, and Exercises**

The Huntington Union Free School District has developed policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. The District has established the following procedure(s) for multi-hazard school safety training for staff and students:

- Annual review of building emergency response procedures with staff and students
- All buildings conduct 12 emergency drills of which four (4) are lockdown drills that include practicing the Shelter-in-place, Hold-in-Place, and Lockout protocols
- All buildings participate in the Annual Early Dismissal - Go Home Evacuation Drill
- The district has conducted drills and other training exercises to test components of the emergency response in coordination with the following agencies:
  - ✓ Suffolk County Office of Emergency Services
  - ✓ Suffolk County Police Department
  - ✓ Greenlawn Fire Department
  - ✓ Halesite Fire Department
  - ✓ Huntington Fire Department
  - ✓ Huntington Manor Fire Department
  - ✓ New York State Police
  - ✓ Eastern Suffolk BOCES Health Safety Risk Management Service

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. At least one such exercise will occur in each school building every school year.

Note: Directly following each test or drill, a debriefing will be conducted to evaluate the exercises and determine if changes to the emergency response plan are necessary.

### **C. Implementation of School Security**

Security Guards in the Huntington Union Free School District are hired under the title of Security Guard from a competitive Civil Service list or on a non-competitive basis for the title called Guard. Essentially, both titles do the same kind of work. Each of these individuals are interviewed, must be fingerprinted and must also have a valid New York State Security Guard license prior to hiring. The District performs local records check on each of these individuals. The security guards currently work throughout the District on various shifts assigned by the Administration. Guards are required to go through a series of training techniques, which include: fire and evacuation drills, pupil dismissal procedures, acts of violence procedures, etc. All security guards are trained in Crisis Prevention and Intervention (CPI). The guards work with building-level administrators and staff throughout the school year during the planning of drills and drill exercises in order to ensure student and building safety.

General responsibilities of school security guards are posted at the school security guard office. Responsibilities include but are not limited to:

- Patrolling building and grounds
- Enforce school rules
- Ensure the safety of students, staff and visitors
- Prevent damage to the facilities
- Establish rapport with students in order to provide an atmosphere that is safe and conducive to the proper functioning of the school
- Assist students or refer them to the proper staff members for assistance with any problems
- Assists with the implementation of the visitor management system
- Does related work as required such as attending after school activities and athletic events

### **D. Vital Educational Agency Information**

The Huntington Union Free School District has eight (8) educational agencies (buildings):

- ✓ Flower Hill Primary
- ✓ Jefferson Primary
- ✓ Southdown Primary
- ✓ Washington Primary
- ✓ Jack Abrams STEM Magnet School
- ✓ Woodhull Intermediate
- ✓ J. Taylor Finley Middle School

- ✓ Huntington High School

Each Building Emergency Response Plan will contain vital information such as school population, number of staff, transportation needs and the business and home telephone numbers of key officials, and telephone numbers of key educational officials. These plans also include relocation and reunification locations.

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

The Huntington Union Free School District has policies and procedures for dissemination of information regarding the early detection of potential violent behaviors. Informative materials are distributed on an ongoing basis at faculty meetings throughout the school year. Staff development is conducted during Superintendent Conference Days and/or other conference days in order to develop awareness and provide training for staff regarding this issue.

This material is also available to parents and the community during various committee or workshop meetings. The district also has a Crisis Response Team which is present in each building in order to respond effectively and appropriately to a crisis involving violent behaviors as well as participate in threat assessment practices. This Crisis Response Team is also available for questions from the staff, students, parents and community.

#### **F. Hazard Identification**

The identification of sites of potential emergencies is located in *Maps & Diagrams* in each Building-level Emergency Response Plan. The location of potential hazards, such as: chemical storage, propane & motor fuel storage, potential fire hazards, electrical hazards, playground equipment, etc. are documented on a building and facility diagram. Potential off-site hazards are identified in the County/Town Hazard Assessment in each of the plans.

### **III. Response**

#### **A. Notification and Activation of Internal and External Communications**

- The District policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are located in each Building-level Emergency Response Plan. All communications during an incident at the school will flow through the Incident Command Center. Emergency services will be requested through the 911 system.
- In the event of an emergency, staff, students and visitors will be contacted in one or more of the following manners:
  - ✓ Blackboard Connect
  - ✓ Email/Text
  - ✓ Intercom
  - ✓ Local Media
  - ✓ Radio System
  - ✓ Telephone
  - ✓ Verbal message
  - ✓ Others As Appropriate

- The District has established guidelines for staff and students that in the event that they initially discover an emergency situation, or impending emergency, that they will notify the Principal and provide him/her with information on the nature of the event. In the event that the Principal cannot be reached, the Superintendent or the Director of School Safety and Security will be contacted.
- Procedures for School Cancellation/Early Dismissal and Community Notification protocol for contacting parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal are outlined in each Building-level Emergency Response Plan. This includes using local media in some instances, Blackboard Connect Automated Phone Notification System, or use of an emergency contact information provided by student’s parents/legal guardians if necessary.

**B. Situational Responses**

The District has developed multi-hazard response plans. These guidelines are present in the Multi-Hazard Emergency Response Action Guidelines in each Building-level Emergency Response Plan. The emergencies addressed in the plan include, but are not limited to:

Active Shooter	Explosion	Natural/Weather Related
Acts of Violence	Hazardous Materials Spill	Plane Crash
Bomb Threat	Kidnapping/Hostage	Radiological
Earthquake	Loss of Utilities	Railroad Derailment

Others as determined by the Building-level School Safety Team.

***These guidelines are not open for public comment or review. Sharing such information could put people or facilities at risk.***

The guidelines provide basic instructions for responding to any given incidents such as:

- Notifying school administrators of the incident
- Contacting emergency response agencies
- Assembling the emergency response team and implementing the incident command system
- Moving occupants from an area of danger to an area of safety
- Notifying community/parent
- Sheltering or student release procedures
- Aftermath and recovery

### **C. Responding to Acts of Violence: Implied or Direct Threats**

The Crisis Response Plan Guidelines in each Building-level Emergency Response Plan provides guidance on the district's policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- The use of staff trained in de-escalation or other strategies to diffuse the situation
- Informing the Building Principal of implied or direct threat
- Determining the level of threat with Superintendent/Designee
- Contacting appropriate law enforcement agency, if necessary
- Monitoring the situation, adjusting the District's response as appropriate, and include possible implementation of Emergency Response Team

### **D. Acts of Violence**

Multi-Hazard Emergency Response Action Guidelines in each Building-level Emergency Response Plan provides guidance on the District's policies and procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- Determine the level of threat with Superintendent/Designee
- Isolate the immediate area and evacuate if appropriate
- Inform the Building Principal/Superintendent
- Initiate lockdown or lockout procedures and contact appropriate law enforcement agency
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, sheltering, or evacuation procedures

Note: The Huntington Union Free School District "Code of Conduct" describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

### **E. Response Protocols**

The Incident Command System and the Threat and Hazard Specific Annexes in each Building-level Emergency Response Plan provides guidance on the district's policies and procedures for responding to any act or threat of violence.

The following protocols are provided as examples:

- 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

#### **F. Arrangements for Obtaining Emergency Assistance from Local Government**

A section on Emergency Communications in each Building-level Emergency Response Plan provides guidance for obtaining assistance during emergencies from emergency services organizations and local government agencies. The following examples are the types of arrangements that could be used by the District:

- The Superintendent or his or her designee in an emergency will contact the regional emergency dispatch center by calling 911.
- The dispatcher will determine the appropriate services needed by the school.
- The Superintendent or his or her designee contacts highest-ranking local Village and/or Town officials to provide notification and/or request assistance.

#### **G. Procedures for Obtaining Advice and Assistance from Local Government Officials**

The District will utilize procedures outlined in Emergency Communications and the Incident Command System sections in the Building-level Emergency Response Plans for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law. The types of procedures for obtaining advice and assistance from local governments during county-wide emergencies could include the following:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The District has identified resources for an emergency from the following agencies: Suffolk County Police Department, Huntington Manor Fire Department, Huntington Fire Department, Huntington Community First Aid Squad, Greenlawn Fire Department, Halesite Fire Department, American Red Cross, New York State Police, Suffolk County Public Health Department, Suffolk County Sheriff's Department, and Eastern Suffolk BOCES Health Safety Risk Management Services.

#### **H. District Resources Available for Use in an Emergency**

A District & Building Resources and Supply Inventory is located in each Building-level Emergency Response Plan which identifies the district resources, which may be available during an emergency, which could include the identification of resources, such as available facilities, blankets, cots, food supply, communications equipment, fire extinguishers, first aid supplies, flashlights, bull horn, district vehicles and buses.

## **I. Procedures to Coordinate the Use of School District Resources and Manpower During Emergencies**

Each Building-level Emergency Response Plan provides a description of the District's procedures to coordinate the use of resources and manpower during emergencies. These sections include the identification of the officials authorized to make decisions and the staff members assigned to provide assistance during emergencies.

## **J. Protective Action Options**

Each Building-level Emergency Response Plan describes the following actions in response to an emergency where appropriate: school cancellation prior to the start of school, early dismissal, evacuation before, during and after school hours, and sheltering procedures.

## **IV. Recovery**

### **A. District Support for Buildings**

Building-level Emergency Response Plan provides resources for supporting the Emergency Response Team and Post-Incident Response Team at the Huntington Union Free School District. The District's Incident Command System Plan identifies alternates to relieve team members, and interfaces with the Crisis Response Plan to provide team members the opportunity to debrief and rehab in a controlled environment. Additionally, members of the Post-Incident Response Team will be provided with sufficient manpower to allow the rotation of personnel, and the opportunity to debrief and rehab in a controlled environment.

### **B. Disaster Mental Health Services**

The Administrative team will be advised by the Crisis Response Team (School Psychologists, Social Worker, School Counselors, and School Nurses) who will assist in the coordination of disaster mental health resources through the County Mental Health Department, community resources, neighboring school districts, and other disaster mental health resources to fully support members of the crisis response team.

A debriefing of the Post-Incident Response Team is an essential part of the recovery phase following an emergency incident. The debriefing will be used in part to evaluate the District's plan for possible revisions

## **V. Pandemic Planning**

### **A. Pandemic Planning**

The Huntington Union Free School District's Pandemic Plan addresses the four phases of emergency management (Prevention/Mitigation; Preparedness; Response;

Recovery) and is built upon components already existing in the District-Wide School Safety Plan, the Building-Level Emergency Response Plans and the 2020-2021 School Reopening Plan. 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 and evaluated 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. The building level plans include detailed implementation protocols which will be enforced by the Building-Level Emergency Response Team.

During the pandemic, the District will provide data to local and state health departments. The District will coordinate with the local and state-level pandemic plans and participate in any exercises of the pandemic plan as requested. The District will provide resources to the local and state health departments and work to address provisions of psychosocial support services for the staff, students and their families during and after the pandemic. To support the local communities, available resources, e.g. food distribution, will be provided as needed whenever possible. Variables can be unique to every situation, so refer to the School Reopening Plan located on the District's website for additional information:

[http://www.hufsd.edu/assets/pdf/resources/2021/reopening\\_plan.pdf](http://www.hufsd.edu/assets/pdf/resources/2021/reopening_plan.pdf)

## **B. Prevention/Mitigation**

The District will work closely with the Suffolk County Department of Health Services to determine the need for plan activation. The following procedures will be followed by school nurses for reporting communicable disease, including influenza, and communicating with the Health Department:

- The school administrators and nurses will monitor attendance of students and staff and work with the Suffolk County Department of Health Services should there be clusters of illness/absences associated with symptoms or confirmed cases of influenza or COVID-19.
- After-hours urgent public health issues can be reported to (631) 852-4820.
- The Suffolk County Department of Health Services will monitor county-wide cases of influenza and inform school districts as to appropriate actions.
- Building-level nurses will help coordinate the pandemic planning and response effort. These individuals 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.
- The Assistant Superintendent for Finance and Management Services, Lead Operations Manager, and Assistant Superintendent for Curriculum and Instruction are vital to the planning effort. Because of the potential importance of technology

in the response effort (communication and notification), the school district Network and Systems Administrator has been added to the District-wide School Safety Team. Other non-traditional individuals may also be required to be part of the Safety Team.

- The District-wide School Safety Team will review and assess any obstacles to the implementation of the Plan. The **CDC School District Pandemic Influenza Planning Checklist** will be reviewed annually to assist with addressing critical Plan components related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication with staff and families.
- The school district will emphasize hand-washing and cough/sneezing etiquette through the use of educational campaigns including staff training administered by Northwell Health, the Global Compliance Network, District-made videos, curriculum for students and signage posted throughout the District. The District will educate and provide information to parents, staff, and students about how to make an informed decision when determining whether or not to stay home when ill. The District's website, Facebook postings and direct mailings may be used to communicate for this purpose.
- Prevention strategies will be implemented as needed such as daily health screening forms, walkthrough temperature detectors, secondary scanning using hand-held temperature scanner, student and staff desk shields/sneeze guards, daily intensive sanitizing, the wearing of masks by all people in the school buildings and on school buses, social distancing protocols reinforced with signage, controlling air quality, and the installation touchless appliances such as toilets and faucets.
- All outside contractors must provide the District with their COVID-19 plan which will be reviewed by the Lead Operations manager and/or the Assistant Superintendent for Finance and Management Services prior to start of project. The District must be informed how many workers will be on-site and the hours that they will be working. All workers will be required to wear Personal Protection Equipment, have their temperature checked and complete a daily health screening form.

### C. Preparedness

- The Suffolk County Department of Health Services, Suffolk County Police Departments (2<sup>nd</sup> Precinct), and Department of Mental Health will collaborate to assure complementary efforts.
- The District-wide Command Center will be at the Administrative Offices located in the **Jack Abrams STEM Magnet School** with the alternate at **Huntington 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:

**Person/ Title- Responsibilities/ Contact Phone Number**

Jim Polansky	Superintendent of Schools - Primary Incident Coordinator	631-673-2038
Dr. Kathleen Acker	Asst. Supt. for Finance- Backup Incident Coordinator	631-673-2111
Beth McCoy	Asst. Supt. for Curriculum and Instruction-Planning	631 673-2036
Christopher Hender	HR Administrator- Planning and Intel	631 673-2185
Jarrett Stein	Dir. of School Safety & Security- Planning and Intel	631 673-4795
George Austin	Lead Operations Manager-Facilities Planning	631 673-2128
Brian Landers	Network Systems Administrator- Technology Planning	631 425-4645

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.

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community in English and Spanish. A school district Public Information Officer (PIO) (**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 the Network and Systems Administrator to assure proper function of all communication systems. The Superintendent of Schools will test our emergency communication systems on an ongoing basis. Communication methods may include: school postings, general mailings, emails, special presentations (social media), phones and cell phones, Blackboard Connect mass notification system, text messages, Public Address system, local news outlets, District website, Facebook, Twitter etc.
- Continuity of operations and business office functions could be severely impacted by a loss of staff. As such, the Assistant Superintendent for Finance and Management Services will develop a plan that will include procedures for maintaining essential functions and services. This will include cross-training and/or the development of manuals for the following responsibilities:
  - Benefits
  - Facilities oversight and maintenance
  - Instructional Technology/Network Infrastructure
  - Payroll
  - Purchasing
  - School Safety and Security
  - Transportation
- During the pandemic, personnel will be deemed essential depending on the tasks required to maintain normal district-wide operations. All bargaining units and non-contractual employees are subject to being identified as essential. Tasks could include, but are not limited to, educating students, providing meals to the community, the cleaning/disinfecting of all facilities, all business office functions,

all clerical functions, technology support, providing physical and mental health support, and building level administrative support. Central office administration will evaluate what tasks are needed to be performed and will assign “essential” personnel accordingly.

- Recognizing the need for essential individuals to have frequent communication, there are multiple systems available for use. Primary communication will be through the District’s Cisco phone system followed by, cell phones, e-mail, text messages, and the Blackboard Connect mass notification system.
- Recognizing that some essential workers will need the ability to work remotely if in a quarantine situation, the District has provided devices and remote access capability to all staff that have the ability to perform some of their job responsibilities remotely. Office phone lines will be transferred to personal cell phones as practical or applicable.
- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Lead Operations Manager 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 Lead Operations Manager has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, walkthrough temperature detectors, hand held temperature scanners, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, the District 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.
- Principals 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. The principals will provide cross-training of staff to ensure essential functions can be performed. This could require the 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.
- 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. The District will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies that the District is prepared to implement in combination as necessary include:
  - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone; text messages; e-mail; automated notification systems; website postings.
  - Hard copy, self-directed lessons
  - On-line or hybrid instruction; on-line resources; on-line textbooks

Input was obtained from curriculum staff throughout the development of the strategies, which will be tested and reviewed on an ongoing basis.

#### **D. Response**

- The Incident Commander will determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Suffolk County Department of Health Services 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 levels 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.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO (Public Information Office) 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 Assistant Superintendent for Finance and Management Services will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Assistant Superintendent for Finance and Management Services will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- Each District building has been provided with Personal Protection Equipment to distribute to all staff and students. Stock is maintained at an 8-month level and excess inventory is stored at the high school building. The oversight of the inventory is performed by the Lead Operations Manager. The Head and Chief Custodian of each building will monitor their inventory and contact the Office of Buildings and Grounds if restocking is required.
- The Lead Operations Manager will meet with staff and monitor ability to maintain essential functions. The Lead Operations Manager will review essential building function procedures with the Principal and command chain. The Lead Operations Manager will work closely with the Assistant Superintendent for Finance and Management Services or designee to implement different phases of the Plan as necessary.
- Assistant Superintendents will review all essential tasks that need to be performed and establish staggered works shifts to maximize social distancing and reduced contact with others.

- The Huntington Hilton, located at 598 Broadhollow Rd, Melville, NY 11747, will house essential workers should this be required to contain the spread of a communicable disease.
- The Human Resources Administrator will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources Administrator will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures. During Covid 19 specifically the District will adhere to all federal and state laws which pertain to COVID-19 and leave requirements (Family First Coronavirus Response Act and New York State COVID-19 Mandatory and Precautionary Quarantine). The Office of Human Resources will work in conjunction with building level administrators to determine which attendance days should be coded COVID and what documentation is required.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

### C. Recovery

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. The District will work toward a smooth transition from the existing learning methods to normal processes. All described communication methods and the PIO will be utilized to keep the school community aware of the transition process.

- The District will work closely with NYSED to revise or amend the school calendar as deemed appropriate.
- The Lead Operations Manager or his designee will evaluate all building operations for normal function and re-implement appropriate maintenance & cleaning procedures.
- The District will follow all necessary protocols required if an employee is exposed to a known case of the disease, exhibits symptoms of the disease, or test positive to prevent the spread of the disease. This includes performing contact tracing, notifying the Department of Health, and performing a deep sanitation of all spaces the employee inhabited.
- All employees and contractors will continue to complete a daily health screening form. This will assist with knowing who is in attendance and who is quarantining.
- 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. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect any necessary changes. Information from the PIO, the Assistant Superintendent for Finance and Management Services, Human Resource office, Facilities department, and the Office of Curriculum and Instruction will be vital to this effort.
- Curriculum activities that may address the crisis will be developed and implemented.