

# District-wide Safety Plan



October 26, 2020

# District-wide Safety Team

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.

New to the team this year are the Assistant Superintendent for Curriculum and Instruction and the school district Network and Systems Administrator. Other non-traditional individuals may also be added to the Safety Team in the future.

The District-wide Safety Team assisted with the development and review of the District-wide Safety Plan. The team will continue to review and assess any obstacles to the implementation of the Plan.



## 2020-2021 District-wide Safety Committee

<b>Staff</b>	<b>Position</b>
James W. Polansky	Superintendent of Schools and District Chief Emergency Officer
Kathleen Acker	Assistant Superintendent for Finance and Management Services, Deputy Chief Emergency Officer
Beth McCoy	Assistant Superintendent for Curriculum and Instruction
Officer Tom Arana-Wolfe	School Resource Officer, Suffolk County Police Department
George Austin	Lead Operations Manager
Valerie Capitulo-Saide	Principal, Jefferson Primary School
Carol Coffey	Teacher, Jefferson Primary School
Dr. John Colletta	District Physician
Kristin Cosover-Kanzer	PTA Council President
Allen Earle	District Safety Officer, Eastern Suffolk BOCES
Elizabeth Flanagan	Special Education Teacher, Huntington High School
Christopher Hender	Human Resources Administrator
Chief Yon Hoffman	Huntington Manor Fire Department
Cable Todd Jamison	Security Guard, Huntington High School
Michelle Kustera	Huntington UFSD Board of Education Trustee
Lucia Laguarda (Alternate)	Principal, Flower Hill Primary
Brian Landers	Network and Systems Administrator
Yafit Lucas	Speech Therapist, Flower Hill Primary
Georgia McCarthy	Director of Health, Physical Education and Athletics
Donna Nugent	Teacher, Huntington High School
Scott Oshrin (Alternate)	Principal, Southdown Primary School
Kenneth Parham	Assistant Principal, J. Taylor Finley Middle School
Elizabeth Scannello	Nurse, Jack Abrams STEM Magnet School
Gamal Smith	Assistant Principal, Huntington High School
Jarrett Stein	Director of School Safety and Security
Anthony Troffa	Teacher, Huntington High School
Angela Whitfield	Teacher, J. Taylor Finley Middle School
Ronald Wilson	Dean, Huntington High School
TBD	Huntington Community First Aid Squad

# What's the Difference ?

## **District-wide School Safety Plans**

Provide broad concepts, policies and procedures. District-wide plans outline strategies rather than provide details. District-wide plans, approved by the Board of Education are open for public review.

**VS**

## **Building-level Emergency Response Plans**

Provide detail specific response strategies and detailed plans to show how school personnel and students will respond to an emergency in their building. Details about evacuation and where students reassemble are included. Building-level plans are confidential. They are protected from disclosure under Article 6 of the Public Officers Law.

# School Building-level Emergency Response Plan

- All NYS Schools are required to use the Building-level Emergency Response Plan Template which was developed and distributed by the New York State School Safety Improvement Team.
- Federal Emergency Management Agency (FEMA) language - Standardized terms and definitions for Shelter-in-Place, Hold-in-Place, Evacuate, Lockout, and Lockdown.
- All Huntington UFSD Building-level Emergency Response Plans will be submitted to the Second Precinct and to the New York State Police.

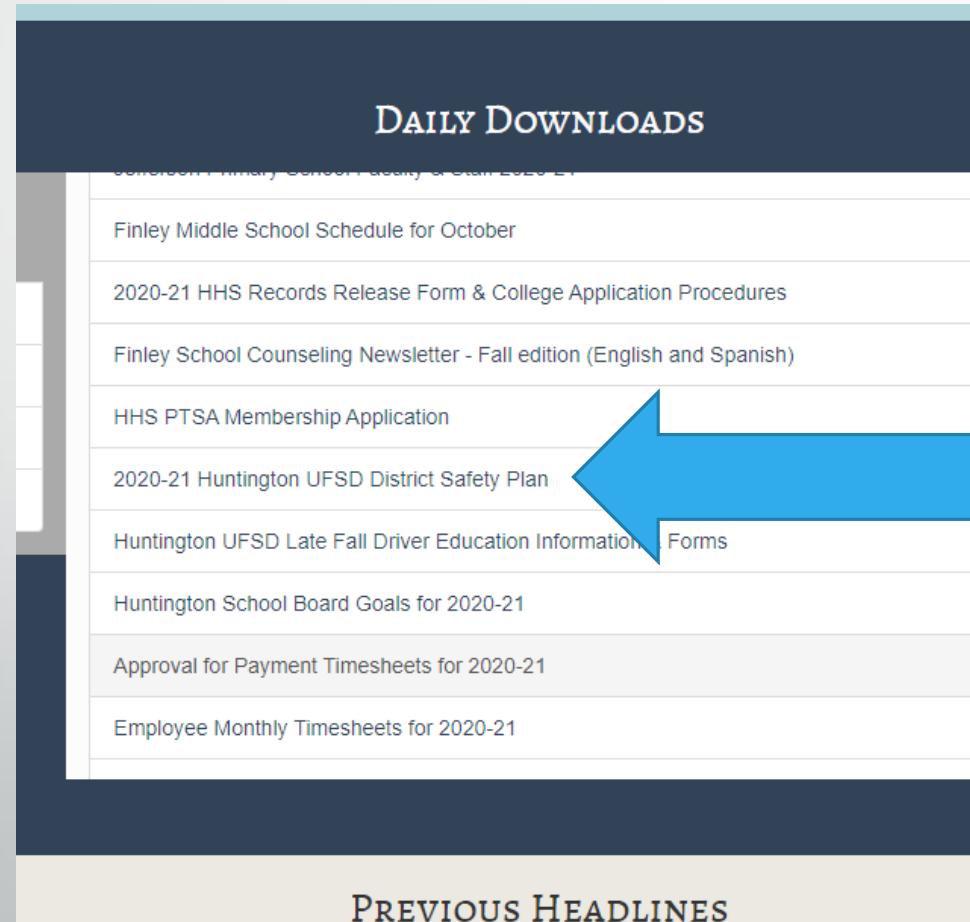
# EMERGENCY Response

<b>Shelter-in-Place</b>	<b>Hold-in-Place</b>	<b>Evacuate</b>	<b>Lockout</b>	<b>Lockdown</b>
<p>Used to shelter students and staff inside the building.</p> <ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Students in hallways should return to assigned classroom, if possible.</li> <li>• Classroom teachers, take attendance.</li> <li>• All other staff assist students, as needed.</li> <li>• Move away from windows, if situation warrants.</li> <li>• If instructed, move out of classroom to designated safe area. Stay together at all times.</li> <li>• Take attendance.</li> <li>• Listen for updates.</li> </ul>	<p>Used to limit movement of students and staff while dealing with short term emergencies.</p> <ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Students in hallways should return to assigned classroom, if possible.</li> <li>• Classroom teachers, take attendance.</li> <li>• All other staff assist students, as needed.</li> <li>• Listen for updates.</li> </ul>	<p>Used to evacuate students and staff from the building.</p> <ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Lead students to designated assembly or announced area. Use secondary route, if necessary.</li> <li>• Bring attendance list and class roster.</li> <li>• Close the classroom door after exiting.</li> <li>• Take attendance when safe to do so.</li> <li>• If evacuating off site, take attendance before moving from and upon arrival at off site location.</li> <li>• Listen for updates.</li> </ul>	<p>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</p> <ul style="list-style-type: none"> <li>• Listen for instructions regarding the situation and your actions.</li> <li>• Lock all exterior windows.</li> <li>• Leave blinds/lights as they are.</li> <li>• Take attendance.</li> <li>• After initial instructions listen for updates.</li> <li>• Classroom instruction continues as normal.</li> <li>• All outdoor activities are terminated.</li> <li>• Listen for updates.</li> </ul>	<p>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</p> <ul style="list-style-type: none"> <li>• When you hear lockdown announced, you should move quickly to execute the following actions.</li> <li>• If safe, gather students from hallways and common areas near your classroom.</li> <li>• Lock your door. Barricade if necessary.</li> <li>• Move students to a safe area in the classroom out of sight of the door.</li> <li>• Leave windows, blinds/lights as they are.</li> <li>• Keep everyone quiet, silence cell phones.</li> <li>• Take attendance, if possible.</li> <li>• Do not communicate through door or answer room phone.</li> <li>• Do not respond to P.A. announcements or fire alarm.</li> <li>• Stay hidden until physically released by law enforcement personnel.</li> </ul>



# District-wide Safety Plan

The draft has been available for review on the District website for 30 days.



The screenshot shows a website interface with a dark blue header containing the text "DAILY DOWNLOADS" in white. Below the header is a list of download links, each on a separate line. A large blue arrow points from the right side of the image towards the link "2020-21 Huntington UFSD District Safety Plan". At the bottom of the screenshot, there is a light-colored footer with the text "PREVIOUS HEADLINES".

DAILY DOWNLOADS
Finley Middle School Schedule for October
2020-21 HHS Records Release Form & College Application Procedures
Finley School Counseling Newsletter - Fall edition (English and Spanish)
HHS PTSA Membership Application
2020-21 Huntington UFSD District Safety Plan
Huntington UFSD Late Fall Driver Education Information Forms
Huntington School Board Goals for 2020-21
Approval for Payment Timesheets for 2020-21
Employee Monthly Timesheets for 2020-21

PREVIOUS HEADLINES

# DISTRICT-WIDE SAFETY PLAN COMPONENTS

- General Considerations and Planning
- Risk Reduction/Prevention and Intervention/Early Detection
- Response
- Recovery
- Pandemic Planning (NEW)



## TABLE OF CONTENTS

Policy Statement of the Superintendent of Schools .....	3
Introduction .....	4
<b><u>I. General Considerations and Planning</u></b>	
A. Purpose .....	4
B. Identification of District/School Teams .....	4
C. Concept of Operations .....	4
D. Plan Review and Public Comment.....	5
<b><u>II. Risk Reduction/Prevention and Intervention/Early Detection</u></b>	
A. Prevention/Intervention Strategies .....	6
B. Training, Drills, and Exercises .....	7
C. Implementation of School Security .....	8
D. Vital Educational Agency Information .....	8
E. Early Detection of Potentially Violent Behaviors.....	9
F. Hazard Identification.....	9
<b><u>III. Response</u></b>	
A. Notification and Activation of Internal and External Communications .....	9
B. Situational Responses .....	10
C. Responding to Acts of Violence: Implied or Direct Threats .....	11
D. Acts of Violence.....	11
E. Response Protocols .....	12
F. Arrangements for Obtaining Emergency Assistance from Local Government .....	12
G. Procedures for Obtaining Advice and Assistance from Local Governments .....	12
H. District Resources Available for Use in an Emergency.....	12
I. Procedures to Coordinate the Use of School District Resources and Manpower During Emergencies.....	12
J. Protective Action Options .....	12
<b><u>IV. Recovery</u></b>	
A. District Support for Buildings.....	13
B. Disaster Mental Health Services .....	13
<b><u>V. Pandemic Planning</u></b>	
A. Pandemic Planning.....	13
B. Prevention/Mitigation .....	14
C. Preparedness.....	15
D. Response .....	17
E. Recovery .....	18



NEW

# During a Pandemic the District will:

- Provide data to local and state health departments.
- Coordinate with the local and state-level government agencies and participate in any exercises of the pandemic plan as requested.
- Work to address provisions of psychosocial support services for staff, students and their families during and after the pandemic.
- Support the local communities, available resources, e.g. food distribution, will be provided as needed whenever possible.

Variables can be unique to every situation. An important source of information during a pandemic will be the District website.

Example: 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)

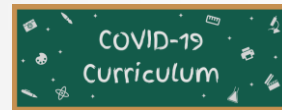
# PANDEMIC PLANNING

The Huntington Union Free School District's Pandemic Plan addresses the four phases of emergency management:

- Prevention/Mitigation
- Preparedness
- Response
- Recovery

# PREVENTION/MITIGATION

The District will emphasize hand-washing and cough/sneezing etiquette through the use of educational campaigns.



The District will educate and provide information to parents, staff, and students about how to make an informed decision during the pandemic. The District's website, Facebook postings and direct mailings may be used to communicate for this purpose.

Prevention strategies will be implemented as needed. These may include Daily health screening forms, walkthrough temperature detectors, secondary handheld temperature scanners, desk shields/sneeze guards, daily intensive sanitizing, wearing of masks, social distancing signage, controlling air quality, and the installation touchless appliances such as toilets and faucets.

# PREPAREDNESS

Building-level Command Posts and Incident Command Structures are defined in the Building-level Emergency Response Plans. The Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

A school district Public Information Officer (PIO) (**Superintendent**) has been designated as the central point for all communication with parents, students, staff, the school community, and the media.

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.

# PREPAREDNESS (Continued)

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

# PREPAREDNESS (Continued)

Continuity of instruction will need to be considered in the event of significant absences or school closure. 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.

# 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.

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.



# RESPONSE (Continued)

The Human Resources Administrator will meet with staff to review essential functions and responsibilities of back-up personnel.

The Assistant Superintendent for Finance and Management Services will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.

The Lead Operations Manager will meet with staff and monitor ability to maintain essential functions and report to the Principals and command chain.

Based on recommendations from local and state authorities, schools may be closed. The Plan for continuity of instruction will be implemented and monitored by the Assistant Superintendent for Curriculum and Instruction.

# RECOVERY

- Re-establish normal school curriculum as soon as possible.
- Work toward a smooth transition from the existing learning methods to normal processes.
- Keep the school community aware of the transition process.
- Work closely with NYSED to revise or amend the school calendar as deemed appropriate.
- Evaluate all building operations for normal function and re-implement appropriate maintenance & cleaning procedures.
- Each Building-level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- Curriculum activities that address the crisis may be developed and implemented.
- The District-wide School Safety Team and Building-level Emergency Response Teams will meet to de-brief and determine lessons learned.

