

HUNTINGTON UNION FREE SCHOOL DISTRICT  
Huntington, New York 11743

# **District-wide School Safety Plan**

2016-2017

HUNTINGTON UNION FREE SCHOOL DISTRICT  
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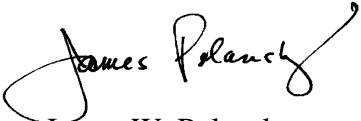
**Policy Statement of the Superintendent of Schools**

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.

  
James W. Polansky  
Superintendent of Schools

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**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 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, students, teachers, administrators, parent organizations, school safety personnel, local law enforcement and emergency agencies.

**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 Plan.
- 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 the 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.

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- 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
  - ✓ Woodhull Intermediate School
  - ✓ J. Abrams STEM Magnet 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.
- 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.

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 were 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.a.

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- Full copies of the Building-level Emergency Response Plan 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, in each building such as:

- Non-Violent Conflict Resolution Training Programs
- Student Mentoring
- World of Difference Program
- Natural Helps Program
- Peer Mediation
- Mentoring
- Athletic Programs
- Transportation Safety Program
- Student Study Circles
- Youth Court
- Random Acts of Kindness
- Internet Safety Program
- Gang resistance Education and Training
- Citizen of the Week
- Leadership Teams
- Non-Violent Conflict Resolution Training
- Community Partnership Programs
- Transition Program for Students entering Grade 4, Grade 7 and Grade 9 (This includes vertical articulation regarding at-risk students)
- Character Education
- Counseling Program

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- Positive Behavior Interventions and support
- Instructional Support Team
- Social Work Program
- Bullying Prevention Program
- Fire Safety Program
- Student Safety Forum
- Parent Safety Forum
- New York State Police Safe Schools Program concerned with bullying and violence prevention
- Established anonymous reporting mechanisms for school violence
- National Incident Management System (NIMS) training for emergency response team members
- Project SAVE Violence Prevention Training
- New York State School Safety Guide (2007)
- Collaboration with the Suffolk County law enforcement and emergency personnel

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

**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

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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
- 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):



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- ✓ 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 at 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. 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. Each plan identifies individuals who are authorized

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to initiate contact with local law enforcement agencies. 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:
  - ✓ Telephone
  - ✓ Intercom
  - ✓ Verbal message
  - ✓ Email
  - ✓ Connect Ed Messenger
  - ✓ Radio System
  - ✓ Local Media
  - ✓ 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 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, **Connect Ed Automated Phone Notification System**, or use of a 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:

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

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:

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- 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

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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 bomb threats, acts of violence and kidnapping.

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 countywide emergencies could include the following:

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- 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 Station Emergency Services, 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.

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**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