

2019/2020

FARMINGDALE U.F.S.D.

Districtwide

School Safety Plan



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

50 VAN COTT AVENUE, FARMINGDALE, NY 11735-3742

TABLE OF CONTENTS

DISTRICTWIDE SCHOOL SAFETY PLAN

Page Number

Policy Statement	5
Elements of the Districtwide School Safety Plan	6
School District Chief Emergency Officer	6
Districtwide School Safety Team	7
Responsibilities of the Districtwide School Safety Team	7
Building-Level Emergency Response Team	8
Emergency Response Team	8
Post Incident Response Team	8
Risk Reduction/Prevention and Intervention Strategies	9
Training, Drills and Exercises	9
Implementation of School Security	10
Vital Educational Agency Information	11
Early Detection of Potentially Violent Behavior	11
Hazard Identification	12
Responses to Violence	12
Incident Reporting	12
Investigation	13
Follow-Up	13
Evaluation	13

Disciplinary Measures	13
Code of Conduct	13
Emergency Response Protocols Notification and Activation (Internal and External Communication)	14
Bomb Threats	14
Hostage Taking	14
Intrusions	14
Kidnapping	14
Situational Responses	15
Responses to Acts of Violence (Implied or Direct Threats)	15
Responses to Acts of Violence (Actual)	15
Response Protocols	16
Emergency Assistance and Advice from Local Government	16
District Resources Use and Coordination	16
Protective Action Options	16
• School Cancellation	16
• Early Dismissal	16
• Evacuation	16
• Sheltering	17
○ Shelter-In-Place	17
○ Weather Related	17
○ Generic/Non-Specific Bomb Threat	17
○ Specific Bomb Threat	17

• Hold-In-Place	17
• Lockdown	17
• Lockout	17
National Terrorism Advisory System (NTAS)	17
Bulletin	17
Elevated Threat Alert	17
Imminent Threat Alert	17
Recovery – School District Support for Buildings	17
Disaster Mental Health Services	18
Forms and Recordkeeping	18
2019-2020 Districtwide School Safety Team	19
2019-2020 Hazard Identification Table	20
2019-2020 Telephone Numbers of Key Educational Officials	21
2019-2020 School Building Chain-of-Command Table	22
Appendix A	
• Districtwide School Safety Team Meeting Minutes	23
• Districtwide School Safety Team Meeting Attendance	24

Farmingdale Union Free School District
Districtwide School Safety Plan

Policy Statement

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

The Board of Education has appointed, under the direction of the Superintendent of Schools, a Districtwide School Safety Team (See 2019-2020 Districtwide School Safety Team) to develop, implement and maintain all provisions of the Plan. After at least one public meeting, this plan has been adopted by the School Board on June 5, 2019. This Plan incorporates all School Building Emergency Response Plans that have been developed by the Building Level School Safety Teams appointed by the Building Principals. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the School Building Emergency Response Team. Upon activation of the School Building Emergency Response Team the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The local BOCES Health & Safety Office will assist in development of protocols for accessing these services.

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

The school district refuses to tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against.

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

Also included as part of the Districtwide School Safety Plan, but not specifically referenced, is the Farmingdale Public Library's Safety Plan which will, in likeness to the building plans, remain confidential and not be subject to disclosure.

Elements of the Districtwide School Safety Plan

- Identification of sites of potential emergencies
- Designation of the school district Chief Emergency Officer
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering
- Responses to an implied or direct threat of violence
- Responses to acts of violence including threats made by students against themselves, including suicide
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies
- Plans for identification of district resources and coordination of such resources and manpower available during an emergency
- Designation of the Chain-of-Command (Incident Command)
- Plans to contact parents and guardians including when students make threats of violence against themselves
- School building security
- Dissemination of information regarding early detection of potentially violent behavior
- Plans to exercise and conduct drills to test the Building-Level Emergency Response Plan including review of tests
- Annual school safety training for staff and students
- Protocols for bomb threats, hostage taking, intrusions and kidnapping
- Strategies for improving communication and reporting of potentially violent incidents
- A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity
- Information about the school district including population, staff, transportation needs and telephone numbers of key school officials
- A system of informing all educational agencies within the school district of a disaster
- Documentation and record keeping

School District Chief Emergency Officer

The **Superintendent of Schools is the Chief Emergency Officer** and through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders
- Assistance in the selection of security related technology and procedures for its use
- Coordination of safety, security, and emergency training for school staff

- Assistance in required evacuation and lock-down drills completion as required by law
- Assurance that all school district staff understands the Districtwide School Safety Plan
- Assurance that the Districtwide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually and updated as needed

Districtwide School Safety Team

The Districtwide School Safety Team was appointed by the School District Board of Education on June 5, 2019. It will always include the representation noted below at a minimum. The Team will meet routinely and are scheduled to meet in the 2019-2020 school year on 10/15/19, 12/10/19, 2/4/20, and 4/7/20. Minutes will be kept at each meeting and attendance documented (Appendix A). The major function of the Districtwide School Safety Team is to create the Districtwide School Safety Plan and update as necessary. The Districtwide School Safety Plan was approved by the Team on May 3, 2019. After a public meeting, the Plan was made available for public comment on May 1, 2019, and adopted by the Board of Education on June 5, 2019.

Administrators	Public Library Rep
Aide & Monitor Reps	Risk Control Services Rep
Architect or Engineer Reps	School Board Member Reps
Clerical & Custodial Reps	School Psychologist
Facilities Director Rep	School Security Rep
Nassau BOCES Health & Safety Liaison	So. Farmingdale Fire Dept.
Nassau/Suffolk Police Reps	Teacher Rep
Nurse Rep	Transportation Rep
Parent/Teacher Organizations Reps	Bus Driver/Matron Rep

Responsibilities of the Districtwide School Safety Team

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

1. Recommending training programs for students and staff in violence prevention, suicide prevention and mental health. Annual training will be completed by September 15th and may be included in existing professional development. New employees will receive training within 30 days of hire.
2. Dissemination of information regarding early detection of potentially violent behavior. Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.
3. Communicating the Plan to students and staff.

4. Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
5. Making recommendations necessary for change.
6. Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or Districtwide Safety Team Sub-Committee or Building-Level Emergency Response Team.
7. Recommending improved security measures based on school building inspection results.
8. Conducting annual school building climate survey of students and staff to identify the potential for violent incidents.
9. Reviewing survey results and recommending actions that are necessary.
10. Risk Management

Building-Level Emergency Response Team

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

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

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

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

Risk Reduction/Prevention and Intervention Strategies

Program Initiatives in the Farmingdale School District may include:

- 1) Non-violent conflict resolution training programs
- 2) Peer mediation programs
- 3) Extended day and other school safety programs
- 4) Youth-run programs
- 5) Mentors for students concerned with bullying/violence
- 6) We have established an anonymous reporting process for school violence and are investigating other on-line violence reporting systems
- 7) As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) all students are educated on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations
- 8) Safety Stations have been established throughout all school buildings
- 9) The Fire Department conducts annual training in all school buildings
- 10) We have implemented PBIS (Positive Behavior Intervention System)

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. Based on the determination of the Districtwide School Safety Team and the Building-Level Emergency Response Team, at a minimum, the following methods may be used:

- Early Go-home drill
- Live drills including shelter-in-place, hold-in-place, evacuation, lockdown, and lockout
- Live drills for specific responses (hostage taking, bomb-threat, etc.)
- Situational Drills
- Table Top Exercises
- Emergency Response Team Exercises
- Building Pre-Clearance Searches

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

Implementation of School Security

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

The district provides hall coverage using three different classes of employee. Coverage is provided by certified teachers as part of their duty assignment. The second category of individuals used for hall duty are school monitors. This is a Nassau County Civil Service Department title. The last category of employee used in this capacity is Security Aide. This title is used at all schools and in a Districtwide mobile capacity. All Security Aides are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Aides receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. Individuals who serve as Security Aide are uniformed with the appropriate Security Aide designation. These individuals report directly to the Building Administration, but are also provided with supervision and training through the Office of Districtwide Operations. The district now utilizes security guards to provide coverage in the evenings.

The policies related to school building security and safety are detailed in the Building-Level Plan. A specific individual is assigned to the main entrance in each of the school district's buildings. All entry to the buildings must be through the main entrance. An appropriate staff member is assigned to the entrance.

Appropriate school building security measures and procedures have been determined by the Districtwide School Safety Team and Building-Level School Safety Team after review of school building procedures and practices, security surveys, and building-level occupant surveys. Based on these findings we have implemented the following security measures:

- Security Aides and School Monitors receive staff development every school year.
- The School District has had a security audit/assessment of all school buildings conducted by the Nassau County Police Department in conjunction with our Building-Level Emergency Response Team.
- Visitor badge/sign-in procedures – we utilize a pass badge system. All visitors sign in and are issued a visitors I.D. badge upon entry to a building. Their ID will be held until they leave the building. Anyone in the building without a badge would be immediately questioned by building staff.
- Video surveillance has been upgraded in all buildings.
- Regular security audits/evaluations.
- Random searches may be considered if deemed necessary.
- Designated doors have been alarmed and marked “NO EXIT” in all buildings.
- Panic buttons, hardened doors installed with automatic closure upon activation.

- Escorting visitors in our buildings.
- Use of RAVE app to quickly communicate with first responders and share pertinent information.
- We will employ any other methods deemed necessary and constantly review our current practices.

Vital Educational Agency Information

Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials (See 2019-2020 Telephone Numbers of Key Educational Officials).

Early Detection of Potentially Violent Behavior

The Districtwide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and may include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct, written information on early detection of potentially violent behavior, and a summary of the Code of Conduct
- A description of the school district's Violence Prevention Program and Safety Plan
- Information on how to report incidents of violence including threats and verbal abuse
- How to recognize and respond to school security hazards
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations
- How to summon assistance in the event of an emergency
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping
- How to recognize suicidal tendencies and changes in behavior
- Post-incident procedures including medical follow-up and the availability of counseling and referral

Other methods for informing parents and students may include:

- YES Community Counseling Center
- Gang awareness programs with parental involvement
- Farmingdale Youth Council
- School social worker outreach
- School counselor involvement
- Anger Management programs
- Mailings to parents on violence prevention and early recognition
- Conflict resolution programs
- Nassau County and Suffolk County Police Departments Programs

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern may include locations delineated in the 2019-2020 Hazard Identification Table.

Responses to Violence (Incident Reporting, Investigation, Follow-Up, Evaluation, Disciplinary Measures, and Code of Conduct)

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

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program.

Relationships have been established with the Nassau County and Suffolk County Police Departments and other emergency response agencies at the building level. Representatives from these agencies are invited to participate on Building-Level School Safety Teams.

Incident Reporting:

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

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

Investigation:

After the incident has occurred, the School Building Principal/Administrator or designee will conduct a detailed investigation. It is the purpose of the abovementioned individual to focus on facts that may prevent recurrence, not find fault. The individual conducting the investigation will:

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

Follow-up:

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

Evaluation:

The Districtwide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will be reviewed to ensure they include the potential for different types of incidents throughout the district. Professionals will be utilized from local law enforcement and private consultants as necessary.

Disciplinary Measures:

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members. The Code of Conduct was updated on 12/6/17, made available and posted on our website.

Emergency Response Protocols Notification and Activation (Internal and External Communication)

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

Internal communication is also of prime importance and will be specifically defined in the Building-Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the Districtwide School Safety Team.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the notification list delineated in Telephone Numbers of Key Educational Officials.

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building or other mass notification system. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

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

Due to the confidential nature of the following actions, specifics may not be mentioned below. School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency.

Bomb Threats: Details provided in Building Level Emergency Response Plans

Hostage Taking: Details provided in Building Level Emergency Response Plans

Intrusions: Details provided in Building Level Emergency Response Plans

Kidnapping: Details provided in Building Level Emergency Response Plans

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

During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal or designee who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.

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

Situational Responses

Each school building is unique in Farmingdale. Therefore, each location must have an Emergency Response Plan specifically designed for their locations.

Responses to Acts of Violence (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System
- Use of staff trained in de-escalation techniques
- Inform building Principal or designee
- Determine level of threat with Superintendent or designee, if necessary
- Contact law enforcement agency, if necessary
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary

Responses to Acts of Violence (Actual)

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

- Implementation of the Incident Command System

- Determine the level of threat
- If necessary, isolate the immediate area and hold in place or evacuate, if necessary
- Inform building Principal/Superintendent or designee
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures

Response Protocols

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

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents via ParentLink, email blasts, texts
- Procedures to notify media
- Debriefing procedures

(See 2019-2020 School Building Chain-of-Command Table)

Emergency Assistance and Advice from Local Government

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

District Resources Use and Coordination

School Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command. (See 2019-2020 School Building Chain-of-Command Table)

Protective Action Options

Due to the confidential nature of the following actions, specifics are not mentioned below. School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency.

- **School Cancellation:** School Superintendent or Designee
- **Early Dismissal:** School Superintendent or Designee
- **Evacuation:** Principal or Designee

- **Sheltering:** Principal or Designee
 - **Shelter-In-Place**
 - **Weather Related**
 - **Generic/Non-Specific Bomb Threat**
 - **Specific Bomb Threat**
- **Hold In Place:** Principal or Designee
- **Lockdown:** Principal or Designee
- **Lockout:** Principal or Designee

The New York State Homeland Security System for Schools will be adhered to as follows:

National Terrorism Advisory System (NTAS)

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

Bulletin:

Describes current developments or general trends regarding threats of terrorism.

Elevated Threat Alert:

Warns of a credible terrorism threat against the United States.

Imminent Threat Alert:

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

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

Recovery – School District Support for Buildings

The School Building Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

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

- Superintendent of Schools or Designee
- Assistant Superintendent for Administration
- Assistant to the Superintendent for Business
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Others as deemed necessary

Disaster Mental Health Services

A Districtwide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services as outlined in our Safety Plan. Depending on the scope of the situation, the Nassau County Office of Emergency Management may be contacted to help coordinate a County or State-Wide effort.

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. The following forms, resources, and training materials have been developed for this purpose and will be located in the School Building-Level Emergency Response Plan.

- | | |
|--|--------------------------------------|
| - Emergency Procedures Notification | - School Safety Audit Checklist |
| - FBI Bomb Threat Call Checklist | - NYS Police Threat Assessment Model |
| - Incident Report Form | - Search Team Training |
| - Parent/Guardian Notification | - Verbal De-escalation Techniques |
| - Post Emergency/Post-Test Review Form | - Lockdown – Quick Guide |
| - Go-Bag | - Lockout – Quick Guide |
| - Emergency Exercise Design and Evaluation | - Shelter-in-Place – Quick Guide |
| - Parent/Student Reunification Procedures | - School Climate Survey |

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

**FARMINGDALE UNION FREE SCHOOL DISTRICT
2019-2020 DISTRICTWIDE HEALTH & SAFETY TEAM**

NAME	AFFILIATION
Paul Defendini	Superintendent of Schools
Glen Zakian	Assistant Superintendent for Human Resources & Administration
Michael Motisi	Assistant to the Superintendent for Business
Victoria LoRusso	Assistant Principal, Albany Avenue Elementary School
Christopher Peterson, Ed.D.	Assistant Principal, Northside Elementary School
Anjany Smar	Assistant Principal, Stanley D. Saltzman East Memorial Elementary School
Jennifer DeHayes, Ed.D.	Assistant Principal, Woodward Parkway Elementary School
Cheryl K. DePierro	Assistant Principal, Weldon E. Howitt Middle School
Arlene Martinez	Assistant Principal, Farmingdale High School
TBD	Board Member
Rosemary Pimental	Central Clerical Support Staff
TBD	CSEA Clerical/Custodial
TBD	CSEA Teacher Aides and School Monitors
Nelson Dominguez	Director, Districtwide Operations
Frank Hebron	Farmingdale High School Dean
Esther Hernandez-Kramer	Farmingdale Federation of Teachers
TBD	Farmingdale High School Student
Christa Lucarelli	Assistant Director - Farmingdale Public Library
Saverio Belfiori	H2M Architects & Engineers
Stephanie Curcio	Nassau BOCES Health & Safety Liaison
Officer Todd Atkin Officer Michael Bilardello Officer David Brohman Officer Michael Cammarata	Nassau County Police Department
Michael Drance, ARM, CPSI, Manager	NYSIR Risk Control Services
TBD	PTA
Arlene Soete, Director	St. Luke's Lutheran Nursery School
Dawn Esposito, RN	School Lead Nurse
Joseph S. Volpe, Ph.D.	School Psychologist
Thomas Mastakouris, Fire Commissioner	South Farmingdale Fire Department
Officer Jeanne Osias Officer Elisa McVeigh	Suffolk County Police Department Suffolk County Police Department/Homeland Security
Marc Medina, Transportation Specialist	Transportation Dept.
Joseph LoGuercio, Safety Supervisor	Educational Bus Company

2019-2020 HAZARD IDENTIFICATION TABLE

Location	Potential Hazard
Main & Front Streets	Railroad Station
Main & Front Streets	Railroad Crossing
Main & Motor Avenue	Railroad Crossing
Staples St. off Route 109	Railroad Crossing
Major Thoroughfares	<ul style="list-style-type: none"> • Route 110 • Route 109 • Southern State Parkway • Hempstead Turnpike • Conklin Street • Broadway Avenue • Linden Street
Republic Airport	Air Traffic

2019-2020 TELEPHONE NUMBERS OF KEY EDUCATIONAL OFFICIALS

(Information removed due to confidential nature)

2019-2020 SCHOOL BUILDING CHAIN-OF-COMMAND TABLE

School Building	IC #1	IC #2	IC #3
Farmingdale High School	Samuel Thompson, Ed.D.	Arlene Martinez	Jed Herman
Howitt Middle School	Luis A. Peña	Cheryl K. DePierro	Giulia Marano
Albany Avenue Elementary School	Joseph Valentine	Victoria LoRusso	Teresa Busto
Northside Elementary School	Michael Febbraro	Christopher Peterson, Ed.D.	Dorothy Cantos
Saltzman East Memorial Elementary School	Patricia O'Regan	Anjany Smar	Stephanie Fiorentino
Woodward Parkway Elementary School	Patrick Klocek, Ed.D.	Jennifer DeHayes, Ed.D.	Janet Dieso

APPENDIX A

Districtwide School Safety Team Minutes

FARMINGDALE SCHOOL DISTRICT
Districtwide School Safety Team Meeting
Attendance and Minutes
October 15, 2019

Required Attendance

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

Additional Attendance

Organization or School	Name	Title	Contact Information

Agenda

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