



**DISTRICT-WIDE COMPREHENSIVE
SCHOOL SAFETY PLAN**

2019-2020 SCHOOL YEAR

MILLER PLACE SCHOOL DISTRICT

BOARD OF EDUCATION

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Introduction.....	5
Section I: General Considerations and Planning Guidelines.....	6
Discussion.....	6
A. Purpose.....	6
B. Identification of District-Wide School Safety Team	6
C. Concept of Operations.....	7
Emergency Planning Rationale	7
Planning Considerations	8
Transportation	9
Plans of Action.....	9
<i>School Cancellation Plan</i>	<i>9</i>
<i>Go-Home Plan</i>	<i>9</i>
<i>Sheltering Plans</i>	<i>9</i>
<i>Evacuation Plan.....</i>	<i>9</i>
Identification of School Teams	10
<i>Building-Level School Safety Team</i>	<i>11</i>
<i>Building-Level School Emergency Response Team.....</i>	<i>11</i>
<i>Building-Level School Post-Incident Response Team</i>	<i>11</i>
<i>Building-Level School Volunteer Search Team</i>	<i>11</i>
Emergency Response Plan Overview	12
D. Plan Review and Public Comment	13
Section II: Risk Reduction/Prevention and Intervention.....	13
A. Prevention/Intervention Strategies.....	13
Student Safety Programs and Initiatives	13
Implementation of School Security Measures	13
<i>Visitors</i>	<i>13</i>
<i>Building.....</i>	<i>14</i>
<i>Staffing</i>	<i>14</i>
Building Safety Personnel Training	14
Annual Multi-Hazard Training for Staff and Students	14
District and Contracted Security Personnel	14
Coordination with Emergency Officials	15
B. Identification of Sites of Potential Emergencies	16
C. Identification of Types of Potential Emergencies.....	17
D. Incident Management System (IMS) / Incident Commander (IC).....	18
IMS Components:	18
<i>Modular Organization</i>	<i>18</i>
<i>Integrated Communication</i>	<i>18</i>
<i>Unified Command.....</i>	<i>18</i>
<i>Consolidated Action Planning</i>	<i>19</i>
<i>Designated Incident Facilities</i>	<i>19</i>
E. Activation of the IMS.....	19
<i>Initial Command</i>	<i>19</i>

<i>Command Responsibility</i>	20
Section III: Response Guidelines and Responsibilities	20
A. When reporting an Emergency (911):	20
B. Assignment of Responsibilities	20
C. School Building Command Post	21
School Building Emergency Response Kit	21
Public Information Officer	22
Access to Floor Plans	22
Notification and Activation (Communication Systems)	23
Hazard and Chemical Hygiene Plan Guidelines	23
D. Situational Responses	23
<i>Lockdown</i>	23
<i>Lockout</i>	23
<i>Short-Term Shelter in Place</i>	24
Evacuation & Sheltering Procedures	24
<i>Sheltering</i>	24
<i>Evacuation</i>	24
<i>Off-Site Evacuation Procedures</i>	24
<i>Off-Site Evacuation Procedures - Dismissal (students going home via buses)</i>	24
<i>Off-Site Evacuation Procedures - Dismissal (students going back to school via bus or on foot)</i>	25
Emergency Evacuation of Disabled Persons	25
E. Emergency Drills	25
F. Coordination and Use of School District Resources	25
Section IV: Recovery	25
A. Recovery Short and Long Term	25
Section V: Appendices	26
<i>Appendix 1- School Buildings and Staff</i>	27
<i>Appendix 2- Operations Staff Information</i>	32
<i>Appendix 3 - Coordination with Local, County, State and Federal Resources</i>	34
<i>Appendix 4 - Key Vendor List</i>	36
<i>Appendix 5 - Sample Telephoned Bomb Threat Worksheet</i>	37
<i>Appendix 6 - Building-Level Emergency Response Safety Plans</i>	38
<i>Appendix 7 - Chemical Hygiene Plan</i>	39
<i>Appendix 8 - Listing of District Resources</i>	40
<i>Appendix 9 - Character Education Programs</i>	41
<i>Appendix 10 – Connect Ed Templates</i>	42
<i>Appendix 11 - Hazard Response Guide</i>	43

Introduction

The New York State Education Department has mandated that School Districts develop a District-Wide School Safety Plan in accordance with Project SAVE (Safe Schools Against Violence in Education). The majority of District-Wide School Safety Plans were developed, submitted and reviewed prior to September 11, 2001. The events of that day have changed some of the thinking about safety plans. In particular, there is a heightened sensitivity around the issues of confidentiality of information contained in plans, as well as the level of detail provided.

The contents of the District-Wide and Building-Level Plans are confidential and are only shared with Emergency Responders. This is essential so that the information contained herein does not aid someone wishing to do harm to individuals and/or property but assists the Emergency Responder(s) in providing the District with the appropriate level of response.

The District-Wide Plan, while incorporating all Building-Level Safety Plans and the Chemical Hygiene Plan, is meant to show what procedures, programs and curricula the District has implemented to prevent or minimize the effects of serious violent incidents and emergencies. It also facilitates the coordination of the District with local, county, state and federal agencies in the event an incident or emergency does occur.

It is important to recognize that these plans will always be subject to change – they should not be viewed as a one-time exercise to fulfill a requirement. The experiences of September 11 have generated many changes, and it is likely that the required annual review of these plans will contribute to their ongoing development and refinement.

Section I: General Considerations and Planning Guidelines

Discussion

Section I is used to provide information about key considerations and planning guidelines that were used in developing the District-Wide plan. This includes the purpose of the plan; an identification of the District-Wide School Safety Team; an identification of the overall concepts of operation included in the plan; and a description of the plan review and public comment process that will be used in the district. The district plan includes specific information such as the names and positions/affiliations of individuals on the planning team and how this plan supports the development and coordination of the Building-Level Emergency Response Plans.

A. Purpose

The Miller Place School District-Wide Comprehensive School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. In collaboration with the Miller Place School District Board of Education, the Superintendent, and the Health and Safety committee acting as the District-Wide School Safety Team the development and maintenance of the District-Wide Comprehensive School Safety Plan was devised.

B. Identification of District-Wide School Safety Team

The Miller Place School District has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The members of the 2012-13 team and their positions or affiliations are as follows:

Superintendent
School Business Official
Director of Facilities
School Principal
Director of Athletics
Board of Education Members
Suffolk County Police Department
Miller Place Fire Department
Representative of the Teachers' Association
Representative of the Operations Union
Representative of the Nurse's Union
Representative of the Clerical Union
Representative of the Administrator's Association
Representative of the Parent Teachers Organization (P.T.O.)
Community Member

C. Concept of Operations

The District-Wide Comprehensive School Safety Plan is directly linked to the individual Building-Level Emergency Response Plans for each school building. Protocols reflected in the District-Wide Comprehensive School Safety Plan guided the development and implementation of individual Building-Level Emergency Response Plans.

The methodology used to develop the District-Wide plan, included the involvement of the community and the district employees as noted in Section B through regularly scheduled planning meetings as well as special developmental, building, and departmental meetings using previous data and safety plans to determine the key elements of the current plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building-Level School Safety Team, to identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population as well as utilizing one or more communications processes which are in place to notify the district.

The Building-Level School Safety Team is selected by the Principal and includes at a minimum, representatives of teacher, administrator, and parent organizations, safety and other school personnel, community members, local law enforcement officials, local ambulance and other emergency response agencies, and any other representative deemed appropriate.

Upon the activation of the Building-Level School Safety Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified by the Incident Commander or his/her designee.

Emergency Planning Rationale

The New York State Education Department Commissioner of Education Regulation Section 155.17 requires that each Building-Level School Safety Team develop an Emergency Response Plan and update it by **July 1** of each school year so it can be incorporated into the District-Wide Comprehensive Safety Plan. This will ensure the safety and health of students and staff and ensure integration and coordination with similar emergency planning at the Municipal, County and State levels. Each School Principal will designate a Building-Level School Safety Team to oversee the development, implementation, updating, and testing of the Emergency Plan. The School Principal will coordinate with both internal staff and representatives from external agencies to meet required elements of the law. The initial response to all emergencies at the School Building-Level will be by the School Safety Team. Once the School Principal activates the School Safety Team, the Superintendent of Schools will be notified and, if necessary, local emergency officials will be notified. Protocols will be established to obtain assistance from County and State agencies if necessary.

The intent of the Plan is to develop consistent responses to emergency situations experienced by the school district and to integrate the district's emergency response with other emergency responses. The school building's planning process is critical to a workable emergency response and has been developed to include the following:

- ☑ Building-Level School Safety Team
- ☑ Building-Level Emergency Response Team
- ☑ Building-Level Post-Incident Response Team
- ☑ Building-Level Volunteer Search Team
- ☑ Incident Management System (IMS) / Incident Commander (IC)
- ☑ School Cancellation, Early Dismissal, Evacuation and Sheltering Plans and any emergency response drills deemed necessary by the Board of Education
- ☑ Emergency Notification to Parents
- ☑ Staff Telephone #'s (internal)
- ☑ School Building Floor Plans & District Resources
- ☑ School Building Command Post (and Alternates)
- ☑ Emergency Procedures and Training for Students and Staff
- ☑ Annual Emergency Response Plan Review
- ☑ Needs of Handicapped Students and Staff
- ☑ Coordination with Local, County, State and Federal Agencies
- ☑ Pre-Emergency Planning and Hazard Response Guide
- ☑ Hazard Analysis
- ☑ Communication Systems
- ☑ Public Information Officer and Alternate
- ☑ Transportation
- ☑ Emergency Response Kit

Planning Considerations

In an emergency, time is a critical factor in the decision making process. Decision-makers need to know if the Plans have current and accurate information (names, telephone numbers, student information, building resources, etc.). Basic components include:

- Integration of police, fire, emergency medical services, hospitals, gas and electric utilities and transportation.
- Delineation of the roles and responsibilities of personnel at the emergency sites (Chain-of-Command).
- Notification of who should be contacted in an emergency and in what order.
- Each Building Principal reports the building's student population to the Superintendent. This information is then reported to the Board of Education on a monthly basis by the Superintendent.

Transportation

Transportation of students in each school, as well as those who walk home, must be taken into consideration. During a **Go-Home** or an **Off-Site Evacuation** the District's Transportation Director or designee will contact *First Student*, the District's contracted bus company, in order to expedite the removal of students from school property so they are no longer in the area of danger during an emergency. Notification and/or arrangements for BOCES students and students on field trips must also be made since these students may be off-site during an emergency.

Plans of Action

To account for the variable character of disaster emergencies and the extent of advance warning, there are different plans of action to protect the health and safety of students and staff. The plans are as follows:

School Cancellation Plan

- The School Cancellation Plan meets the need to keep students and staff in their homes based on any condition that may exist which would prevent the safe opening of school. The Superintendent of Schools will make this determination. Some of the factors used to make this decision could be severe weather (such as snow or hurricane), loss of heat or water, or damage to a particular building or buildings due to a catastrophic event that would cause students to be placed in an unsafe environment.

Go-Home Plan

- The Go-Home Plan meets the need to return students to their homes and family as rapidly as possible. All Miller Place Schools are required to have current plans that include names and telephone numbers of family and designated surrogates. Special students needs will also be identified and planned for appropriately. Although it can not be guaranteed, the Districts goal is that elementary school students would not be returned to unoccupied, unsupervised homes.

Sheltering Plans

- **Shelter Plan**
The Shelter Plan, or stay where you are, is a decision to be made when the situation is safer inside than outside. For example, during conditions when the roads are closed for outside travel, or when they are extremely hazardous, sheltering is called for. Generally, sheltering is for a short time—but conditions could warrant extended sheltering. Sheltering Plans generally include provisions for at least 24 hours. School buildings are surveyed to identify the safest area(s) for occupants.

Sheltering Plans (cont'd.)

➤ **Lockdown**

A Lockdown is a special kind of sheltering plan that would require individuals to remain within the safety of their immediate area to protect them from imminent danger. An intruder may be one reason to invoke this type of response.

➤ **Lockout**

A Lockout allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building.

Evacuation Plan

- An **Evacuation** to a safe place requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that students be transported and housed temporarily in some other building. District-Wide and Building-Level Plans include provisions for transportation and use of alternate sites.

Identification of School Teams

Building-Level School Safety Team

The Building-Level School Safety Team will be selected by the Principal and include at a minimum representatives of teacher, administrator, and parent organizations, safety and other school personnel, community members, emergency response agencies, and any other representatives deemed appropriate.

Building-Level School Emergency Response Team

The Building-Level School Emergency Response Team will be selected by the Principal with guidance from the Building-Level School Safety Team. The Emergency Response Team may be a Sub-Team of the Building-Level School Safety Team. This Team will generally be a small group of less than five individuals who have critical functions in the building. The Team will include the Building Principal, Assistant Principal, School Nurse, and Head Custodian at a minimum, and others as deemed necessary.

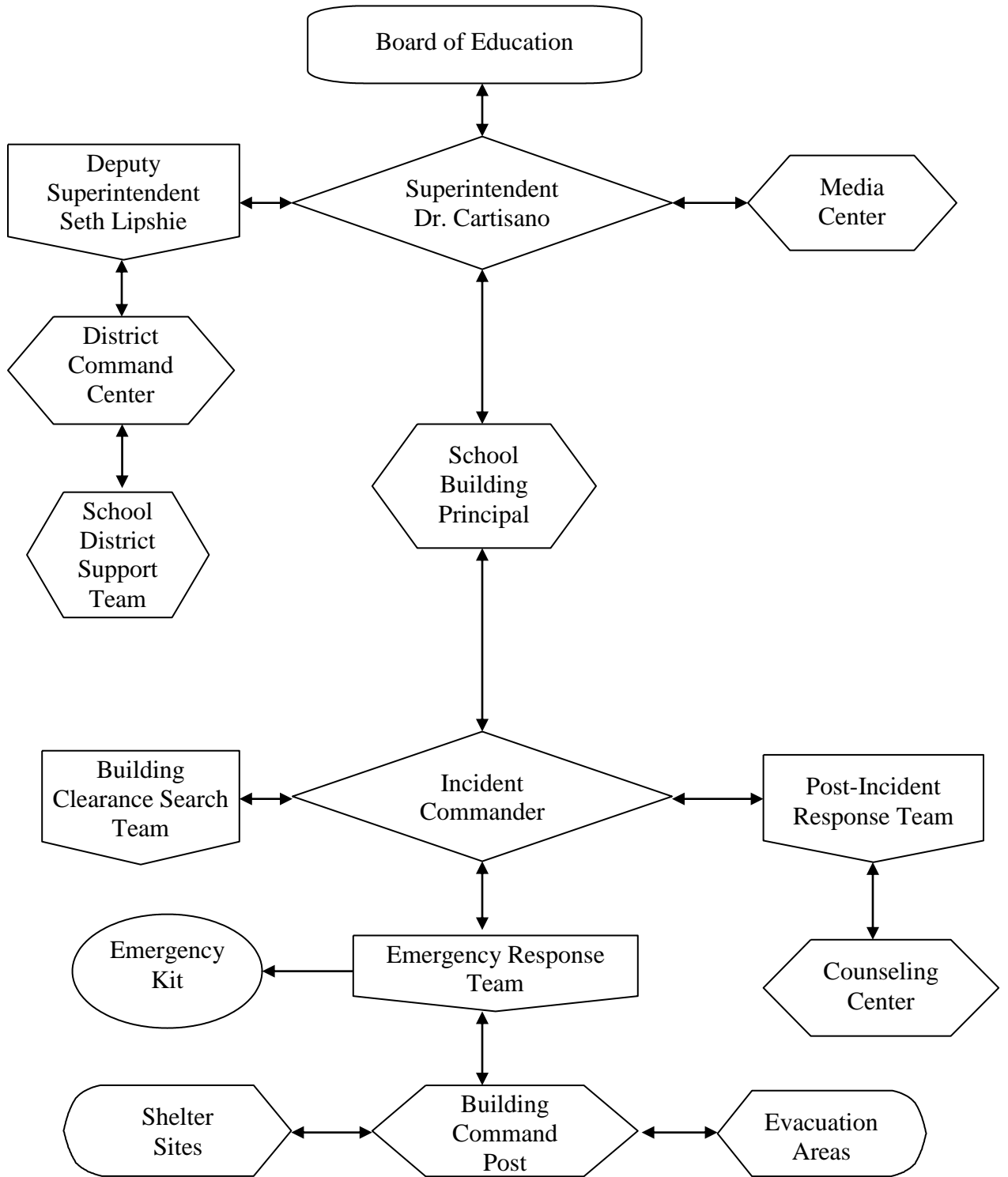
Building-Level School Post-Incident Response Team

The Building-Level Post-Incident Response Team will provide post-incident psychological and medical aftercare if necessary. If the Building-Level Response Team does not have sufficient resources to handle the aftercare necessary then the other Building-Level Post Incident Response Teams resources would be utilized. In addition, some incidents may expand beyond the capability of the school district and require the assistance of county and state services including the Suffolk County Division of Community Mental Hygiene Services to access these services.

Building-Level School Volunteer Search Team

Although not specifically required by the SAVE legislation, each school building will have an established Volunteer Search Team. This Team will assist local emergency responders in their efforts to successfully search a building in instances such as a bomb threat. The involvement of building personnel is important since they will be more familiar with the building and be more likely to spot something unusual or out of place. Volunteers will never be asked to touch or handle questionable items.

Emergency Response Plan Overview



D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan will be made available for public comment at least 30 days prior to its adoption. The District-Wide plan may be adopted by the Miller Place 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 District-Wide Comprehensive School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year by the appropriate District personnel. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at Miller Place School District Office, located at 7 Memorial Drive, Miller Place, NY 11764.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Student Safety Programs and Initiatives

The school district undertakes many programs to improve communication among students and between students and staff. The district works with many community groups including North Shore Youth Counsel (NSYC), The Pederson-Krag Center, Booster Clubs, Police Department, and Fire Department to name a few. Some of the strategies that are utilized include peer mediation, character education, conflict resolution, bullying curricula, and drug awareness seminars for students and parents. Each school develops their own character curriculums that are outlined in **Section V**. The school also has an anonymous Safe School Helpline that any person can call to report anything that could affect the school, students, and staff.

Implementation of School Security Measures

The school district recognizes the need to provide a safe environment for students, staff, and visitors to the schools. The school district has many security measures that it utilizes to provide a safe and secure environment as possible. Some of the security prevention measures that the district follows are:

Visitors

- *Signs posted for proper entrance to building, playground usage, loitering, skateboarding, etc.*
- *Visitor badge / sign-in procedure at all main lobbies*
- *Visitor Management Background Check (sex offender only)*
- *Security guards monitoring suspicious behavior or loitering, and wandering*

Building

- *Maintain a secure building*
- *Security Vestibules at main entrances to school*
- *Video surveillance system*
- *Radio communication system*
- *Key card access system*
- *Door and hall monitors*
- *Use of K-9 searches*
- *Fingerprint clearance of all new hires*
- *Routine perimeter by security patrols*
- *Armed Security Guards during the school day and at determined events with large gatherings*

Staffing

- *Each teacher/staff member who occupies a room or area should scan the room or area upon first entering*
- *Teacher/staff member should lock and close the door when leaving any room vacant*
- *Principal/Administrator should be notified immediately if anything looks suspicious*

Building Safety Personnel Training

Training for Emergency Teams and Safety Officers may include de-escalation techniques. The Board of Education or their designee will determine the specific type and schedule for such training. School Guards may be required to meet the requirements of the New York State Security Guard Act. These requirements include pre-assignment training, in-service training and annual refresher training. Guards may be required to show proof of completion of this training.

Annual Multi-Hazard Training for Staff and Students

The District-Wide Comprehensive School Safety Plan requires annual multi-hazard training for students and District personnel. The training may include:

- *Blood borne pathogens*
- *Lockdowns*
- *Lockouts*
- *Fire drills*
- *Evacuation*
- *Right-to-Know*
- *Diversity Training*
- *Sexual Harassment*
- *Suicide Prevention*
- *Additional building-based training based on site discretion and needs*

The intent of this training is to make building personnel aware of the specific response procedures in their buildings. All school building personnel will be familiarized with the basic concepts of the Incident Management System. This type of training can be most successfully accomplished by members of the Building-Level School Safety Team who would be most familiar with the procedures they have established. The Team will utilize a train-the-trainer approach to train individual classroom teachers to relate this information to

their class. Staff training may be incorporated into regular staff meetings. The *Hazard Response Guide* should be a major training tool used for this effort. Each school's plan includes their response and identified staff members based on the District-Wide Hazard Response Guide outlined in **Section V**.

District and Contracted Security Personnel

School District Security personnel may be needed to break up fights or to assist in dispersing students. At no time are District Security involved or required to be involved in the disciplining of students. This is strictly the role of building administration

Contracted Security Personnel are to never break up fights or get involved in student discipline as stated in their Post Orders under the Forward Section: “...*the overall mission is to assist with access control and to not engage in any physical altercations. We are not there to break up student fights or intervene in matters that involve student discipline. These matters will be handled by the Administrative team at each of the schools.*”

Coordination with Emergency Officials

The Building-Level School Safety Team includes members of local emergency response services who will be instrumental in assisting the Team in annual review of the Plan and may include conducting drills and exercises to test the Plan. These tests may include tabletop exercises which will be coordinated with local and county emergency responders and preparedness officials. The School Building Emergency Response Team will be critical in the coordination of these exercises. Please see **Section V** for a listing of local, county, state, and federal agencies that can be utilized in an emergency.

B. Identification of Sites of Potential Emergencies

The District-Wide Comprehensive School Safety Plan requires each Building-Level School Safety Team to identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population. The District-Wide Team has identified the following sites of potential emergencies:

Sites of Potential Emergencies:	<i>All school buildings</i> <i>All playgrounds and athletic fields</i> <i>All transportation & field trips</i>
Major Highways and Intersections:	<i>Route 25A and Miller Place Road</i> <i>North Country Road and Lower Rocky Point Road</i> <i>All School Entrances</i>
Outdoor Hazardous Waste or Chemical Storage Facilities:	<i>Underground Oil Tanks</i> <i>Generator Oil Tanks (Aboveground-AMPS/HS/Administration Building)</i> <i>Underground Chemical Waste Tank (HS)</i> <i>Gibneys (gasoline)</i> <i>Grounds Shed (gasoline)</i> <i>Propane Tank (portable concession stand)</i> <i>Welding Tank (maintenance area)</i>
Indoor Chemical Storage including Laboratories:	<i>Science Prep Rooms</i> <i>Science Laboratories</i> <i>Auditorium Storage Closets (Paint)</i> <i>Custodial Offices / Closets</i>
Industrial Art Areas:	<i>Paints / Thinners / Adhesives</i> <i>Kilns (HS)</i>
Areas Subject to Environmental Flooding:	<i>Creek / Pond along North Campus</i>
Areas Subject to Indoor Flooding:	<i>Boiler Rooms</i> <i>Bathrooms</i> <i>Kitchens</i>

C. Identification of Types of Potential Emergencies

The District-Wide Comprehensive School Safety Plan requires each Building-Level School Safety Team to identify potential types of emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population. The **Hazard Response Guide** is located in **Section V** of the Plan. The District-Wide Team has identified the following types of potential emergencies:

Airplane Crash

Allergic Reaction

Bomb Threat

Building Structural Failure

Civil Disturbance

Earthquake

Electrical Failure

Explosion (Fuel, chemical or other)

Fire

Fire Alarm System Activation

Flood (Natural/Building Related)

Hazardous Material Spill (Offsite/Onsite)

Heating System Failure

Hostage Situation

Intruder

Radiologic Incident

Suicide (Threat, Attempt)

Weather Related (Thunderstorm, Tornado, Hurricane/Tropical Storm, Winter)

Transportation Related

D. Incident Management System (IMS) / Incident Commander (IC)

The IMS consists of procedures for controlling personnel, facilities, equipment, and communication. The IMS will be implemented at the beginning of an incident and will end when management and operations are no longer required. This system is structured to expand with the needs of an escalating incident and fulfill the command and control requirements of each incident. The District IMS is designed to respond to any type of incident and will improve student and staff safety by providing better accountability of personnel and use of available resources.

It is intended that if possible the responsibility of the IC to implement the necessary functions within this system based on the demands of the incident. As the needs of the incident increase, the IC will further expand the system as necessary. It is clear that in response to any given incident only the IC can be in command and will be responsible for the following:

- Assessing the situation and available resources
- Determining an appropriate action plan
- Monitor the hazard response plan's effectiveness
- Adjust response as necessary to meet the needs of the situation

IMS Components:

Modular Organization

Generally, the IC oversees five main incident functions that may or may not be staffed, depending on the nature of the incident, as follows:

1. Command
2. Operations
3. Planning
4. Logistics
5. Finance

Integrated Communication

A common communication plan must be utilized.

Unified Command

Due to the fact that many different agencies and personnel may respond to any given incident (police, fire, school, etc.) it is important that each entity act as one organization operating from one command post with each agency maintaining control over its own personnel. Under unified command, the senior command official from each agency will meet and work together at one location.

Consolidated Action Planning

Depending on the nature of the incident, the IC will establish a plan of action based on known risks and expected hazards (SOP - standard operating procedures) and decide whether a variation from the SOP is necessary due to specific conditions that may exist. The plan should address:

1. What do we need to know?
2. What do we need to do?
3. What are the strategies, tactics and support activities needed during the entire incident?

Designated Incident Facilities

It is important to pre-determine areas that will serve a specific purpose. The following need to be considered:

- **Command Post** – Since all incident operations will be directed from the command post it is important that it have expansion capability to support added personnel (other agencies) due possible to incident escalation. If due to the nature of the incident, the command post becomes unavailable, an alternate site should be established.
- **Staging Area** – This is an area where additional resources (staff and equipment) are held awaiting assignment.
- **Rest Area** – This is an area that affords protection from the weather where staff members are sent to rest, eat and replenish themselves. While not necessary, it may be advisable to locate this area in close proximity to the staging area.

E. Activation of the IMS

Any emergency response presents a complicated and rapidly changing situation. The IMS will be initiated when any team is actively engaged in incident operations.

The size of the command structure will reflect the type and complexity of the incident. As complexity increases, positions within the IMS are assigned to manage primary support equipment and personnel. Positions described within the school building IMS organizational charts are not necessarily people but indicate component functions that may have to be performed at the incident.

Initial Command

The first staff member arriving at an incident is designated as the initial IC. The initial IC will remain in command until command is formally passed to the next arriving senior school or district staff member. Please note that the IC will transfer command to emergency service personnel upon their arrival.

Command Responsibility

The responsibilities of the IC are as follows:

- Assume an effective command position
- Size up the incident and issue an initial report to all administrators
- Establish objectives; select strategy and implement planned response
- Assign individuals/teams as required to fulfill strategy
- Review and evaluate the plan of action and revise the plan as needed
- Request and assign additional resources as necessary
- Terminate command

Key considerations when sizing up an incident:

1. What is the problem?
2. Where is the problem?
3. Who or what is in danger?
4. What can I do to better protect individuals and property?

Objectives for responding to the incident:

1. Evacuation
2. Rescue of staff and students
3. Sheltering on/off site of students and staff
4. Relocation off site for students and staff
5. Accountability of students and staff
6. Parental notifications
7. Media support
8. Returning the facility to operations

Section III: Response Guidelines and Responsibilities

A. When reporting an Emergency (911):

1. Identify yourself.
2. Give the school location.
3. Identify the nature of the situation.
4. Give the phone number where the emergency is.

B. Assignment of Responsibilities

All buildings will utilize the **IMS** as described in **Section II** as its routine means of response to emergencies. It is recognized that most emergencies will not require the full utilization of the IMS but will allow us to unfold and expand the response as each individual incident dictates. Generally, the School Building Principal will serve as the Incident Commander. IMS dictates that the first person to become aware of an emergency could become the Incident Commander at that moment and remain as such until command is relinquished to the next higher building official.

In most instances, command will be transferred to emergency response personnel upon their arrival. The District's IC transferring command to emergency response personnel will readily assume a support role for the emergency personnel.

C. School Building Command Post

Depending on the nature of a response action, either an interior or exterior command post may be selected. At any given point in time, only one command post can be operational. Potential sites for Command Posts are as follows:

Command Post Interior	<i>School Main Office</i>
Alternate Command Post	<i>School Library; Cafeterias; Computer Labs</i>
Command Post (Exterior)	<i>Operations / Facilities Trailer</i>
Alternate Command Post	<i>Tennis Courts / Athletic Fields</i>
Alternate Command Post	<i>High School Press Box</i>
Alternate Command Post	<i>Exterior Front of School Building</i>
Command Post (Off-site)	<i>Central Office</i>
Alternate Command Post (Off-site)	<i>Another In-District School Building</i>

School Building Emergency Response Kit

Each school building will have an Emergency Response Kit (speed bag) at each command post which will remain in the possession of the School Building Principal or IC upon evacuation of the building or relocation to an alternate command post. The Speed Bag should contain:

Equipment	Information
	<i>School Safety Plan Binders</i>
<i>Two-Way Radios</i>	<i>Floor Plans including shutoffs</i>
<i>Megaphones/Whistle</i>	<i>Area Street Maps</i>
<i>First Aid Kit</i>	<i>District Phone Directory</i>
<i>Plastic Gloves</i>	<i>Student Contact Cards</i>
<i>School Incident Commander Vest</i>	<i>Student Roster</i>
<i>Caution/Barricade Tape</i>	<i>Student Bus Attendance/Routes</i>
<i>Flashlights and Batteries</i>	<i>Attendance Lists (Daily Basis)</i>
<i>Duct Tape</i>	<i>Emergency Medications</i>
<i>Plastic Garbage Bags</i>	<i>Student Medical Cards</i>
<i>Name Tags</i>	<i>Staff Roster</i>
<i>Pens/Paper/Clipboard</i>	<i>Staff Contact Cards</i>
<i>Assorted tools</i>	<i>MSDS Manual</i>
<i>Waterproof Duffel Bag</i>	<i>Asbestos Management Plan</i>
<i>AM/FM Portable Radio</i>	<i>Yearbook</i>
<i>Master Keys</i>	

Public Information Officer

The Superintendent of Schools, Board of Education President, or their designee as the School District Public Information Officer will be the only official spokespersons with the media during an emergency. Parents and guardians will be notified through the news media of any situation that requires a school to be evacuated. The Public Information Officer will handle emergency notification of the media on behalf of the school district. The Public Information Officer is designated to provide assistance in compiling information on the emergency for release to the media and public. The Public Information Officer will respond to inquiries from parents and guardians during an emergency. If necessary, a media center will be established to inform the media of the nature of the emergency and to give scheduled daily updates. The media center will be established as deemed necessary to keep the media informed but not interfere with the emergency response due to the nature of its location.

During situations for which outside assistance is received from emergency service agencies, information regarding the situation will be coordinated with those agencies before being released to the media and public. Information regarding the activities of other agencies in response to the emergency will only be released with their special authorization.

Only the ranking officer of the agency in charge of the response will grant Media access to the emergency scene. School officials will abide by the wishes of the outside agency officials determined to be in control.

- ☞ Public Information Officer (PIO).....Dr. Marianne Cartisano
- ☞ Public Information Officer (PIO) AlternateMs. Johanna Testa

Access to Floor Plans

Easy access to school building floor plans, evacuation routes, school grounds, road maps, and the immediate surrounding areas is required. The ability of emergency services to obtain this information quickly and efficiently will have a major impact on the success of any response effort. Recognizing this, we have established a special section of this Plan to contain these documents, which is located in the appendix of each respective school’s plan. We will continually update this information and look for improved ways to provide it.

Notification and Activation (Communication Systems)

During an emergency, internal and external communication systems are vital to an effective emergency response. As one or more systems become unavailable due to the emergency condition, the next most effective form of communication will be utilized. The school district's communication system will utilize the following types of communication as deemed most suitable at that time:

<i>VoIP Telephone System</i>	<i>Two way radios</i>
<i>Alarm Systems</i>	<i>Mobile Message Transport</i>
<i>Public Address System</i>	<i>FAX Machines/E-mail/Internet</i>
<i>News Media (TV, Radio, etc.)</i>	<i>Connect-Ed System</i>
<i>Administrative District Cell Phones</i>	<i>Audible signals and flashlights/flares</i>

The first person aware of an incident should report it directly to the School Building Principal. In the event that this person cannot notify the Principal due to possibly responding to the emergency, he or she will designate a responsible person to notify the Principal. The School Building Principal or designee will notify all building occupants of appropriate protective action to take.

Hazard and Chemical Hygiene Plan Guidelines

The Building-Level Emergency Response Plan contains hazard specific responses for many different situations. The **Hazard Response Guide** is located in **Section V** of the Plan. The Guide is meant for use in training staff on currently acceptable response procedures. Response procedures will be updated by the School Building-Level Safety Team on a regular basis. The **Chemical Hygiene Plan** is also located in **Section V** of the Plan.

D. Situational Responses

Depending upon the situation the District may initiate one of the following responses:

Lockdown

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed. This allows the school to secure the students and staff in place and remove any innocent bystanders from immediate danger.

Lockout

This is a procedure, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building (most commonly used when incident is occurring outside school building, on or off school property).

Short-Term Shelter in Place

This is a procedure whereby the entire school population is moved to a single (or multiple) location(s) in the school (depending on building population). Most commonly used during bomb threats and weather emergencies.

Evacuation & Sheltering Procedures

Sheltering

School shelter areas will generally be large assembly areas such as gymnasiums and cafeterias. However, the School Building Principal (IC) may designate other areas based upon emergency conditions that exist. For example, cafeterias and gymnasiums may need to be avoided during tornados and severe storms that may make them structurally vulnerable or during an exterior bomb threat where the potential detonation is in close proximity to the shelter site.

The School Building Principal (IC), in coordination with the Superintendent of Schools, and the Director of Facilities, will authorize the use of the school building as a shelter for the public or students from other schools. Responsibility for maintaining records when students are sheltered in another school will be assigned to the School Building Principal (IC) of both the evacuated and host school.

☞ **Shelter SitesGymnasiums or Cafeterias**

☞ **Shelter Sites (Severe Weather)Hallways and Lower Levels**

Evacuation

The School Building Principal (IC), in consultation with other appropriate personnel, will issue an order to evacuate. As in normal school activities, teachers and staff will maintain responsibility for the welfare of students during an evacuation. Parents and guardians will be notified through appropriate means. Responsibility for securing an evacuated building will begin with the School Building Head Custodian. The School Building Principal (IC) will insure the security of school records, special equipment, etc., that may be left behind.

Before an evacuated building is re-inhabited, the Superintendent of Schools in consultation with other appropriate school district staff and public officials (Fire Marshal, Health Department, Police Department, Local Emergency Management Office, etc.), will insure that no conditions exist that would prevent safe school operations.

☞ **Evacuation SitesAthletic Fields/Tennis Courts**

Off-Site Evacuation Procedures

This procedure will be in accordance with school buildings plans.

Off-Site Evacuation Procedures - Dismissal (students going home via buses)

This procedure will be in accordance with school buildings plans.

Off-Site Evacuation Procedures - Dismissal (students going back to school via bus or on foot)

This procedure will be in accordance with school buildings plans.

Emergency Evacuation of Disabled Persons

This procedure will be in accordance with school buildings plans.

E. Emergency Drills

At least once every school year, each school building will conduct a test of its Emergency Plan in cooperation with Local Emergency Management Officials when possible. Transportation and communication procedures will be included in the test. Parents or guardians will be notified in writing at least one week prior to such a drill.

F. Coordination and Use of School District Resources

The Incident Commander or his/her designee may request the usage of any school district assets and manpower available. This includes the use of uniformed security, custodial, maintenance and grounds personnel as well as vehicles and equipment from the Operations Department as needed. Please see **Section V** for the listings of staff and equipment available.

Section IV: Recovery

A. Recovery Short and Long Term

The aftermath of a severe act of violence or other emergency can have a major effect on the well being of students, school staff, and the entire school community. Generally, the School Building Post-Incident Response Team will enlist the services of pre-identified School Building medical and mental health personnel. If district resources are inadequate or need to be supplemented, other medical and mental health resources may be utilized. Please see **Section V, Appendix 3** for a listing of local, state, and federal agencies that could assist.

Section V: Appendices

Appendix 1: School Buildings and Staff

Appendix 2: Operations Staff Information

Appendix 3: Coordination with Local, County, State and Federal Resources

Appendix 4: Key Vendor List

Appendix 5: Sample Telephoned Bomb Threat Worksheet

Appendix 6: Building-Level Emergency Response Safety Plans

Appendix 7: Chemical Hygiene Plan

Appendix 8: Listing of District Resources

Appendix 9: Character Education Program

Appendix 10: Hazard Response Guide

Appendix 1- School Buildings and Staff

CENTRAL ADMINISTRATION OFFICE

7 Memorial Drive, Miller Place, NY 11764

Main Phone - 631-474-2700

Main Fax - 631-331-3984

Dr. Marianne Cartisano, Superintendent of Schools – x740

Linda Lee – Secretary to the Superintendent – x722

Natalie Vasquez, Registration – x728

Patricia Morbillo, District Clerk – x764

Ms. Susan Craddock, Assistant Superintendent – x760

Natalie Vasquez – Secretary to the Assistant Superintendent – x728

Mr. Seth Lipshie, Assistant Superintendent – x770

Ann Fuchs, Personnel / Attendance –x723

Mrs. Colleen Card, School Business Official – x761

Tracy Camarda, Payroll – x734

Carrie Sandt, Purchasing – x729

Nadine Steffens, Insurance – x724

Darlene Levi, Accounting – x731

Ann DuBois, Accounts Payable – x739

Regina Tambasco, Transportation – x741, x730

Mr. Dennis Warsaw, Director of Facilities III - 474-8527/474-2731 x354

Lisa Smith, Senior Clerk Typist - x369

Ms. Colleen Card, School Lunch Manager - 474-8348

Cathy Schretzmayer, Food Service Coordinator - x753

Ms. Sandra Wojnowski , Administrator for Pupil Personnel Services – x757

Jeremy Koch, Assistant Administrator for Pupil Personnel Svc. x732

Tammy Moore, Special Education Office – x758

TBD, Special Education Office – x737

Christina Basuino, Special Education Office – x733

Staci Martinez, Special Education Office – x747

Shanna Doyle, Special Education Office – x757

Mr. Ron Petrie, Administrator for Athletics - 474-2723 - x333

Stacey Hammond, Athletic Director Secretary - x307

Mr. Kurt Roth, Administrator for Instruction and Data Reporting – x743

Bonnie Sannito, Personnel – x754

Ms. Barbara Weir, Director of Technology – x759

Patricia Morbillo, Technology/Records Retention – x764

Appendix 1- School Buildings and Staff (Contd.)

MILLER PLACE HIGH SCHOOL

15 Memorial Drive, Miller Place, NY 11764

Main Phone - 631-474-2723

Main Fax - 631-474-1734

Kevin Slavin, Principal - x302

Maria Monaco, Principal's Secretary - x301

Donna Cimonetti, Receptionist - x306

Barbara Cordiale, Account Clerk Typist - x364

Christine Oliva, Attendance - x308

Sean White, Assistant Principal/ Director of Guidance - x379

Christine Ingenito, Assistant Principal's Secretary - x341

General Guidance Office - 474-2728

Kathleen Mott, Guidance Secretary - x313

Maria Tyler, Guidance Secretary - x314

Meghan Gallo, Guidance Counselor - x309

Jane Chiappone, Guidance Counselor - 310

John Scherer, Guidance Counselor - x312

Josephine Fiumano, Guidance Counselor - x311

Chris Cherouvis, Assistant Principal - x304

Debra White, Assistant Principal - x315

Diana Tufaro, Dean of Students - x368

Jessica Bird, Assistant Principal's Secretary - x303

Desiree Haussel, Psychologist - x350

Jamie Mistretta, Psychologist – x313, 314

Social Workers Office -

Darislyna Villar-Sharma, Student Assistance Counselor - x384

Joan Jones, R.N., Nurse's Office - x317

Debbie Fiore, Health Aide - x343

Security Vestibule – x305

Catherine Lynch, Library - x323

Kitchen - x321

David Gonzalez, Head Custodian - x335

Larry Falco, Night Head Custodian - x335

Facilities Trailer - 474-2731

Appendix 1- School Buildings and Staff (Contd.)

NORTH COUNTRY ROAD SCHOOL
191 North Country Road, Miller Place, NY 11764

Main Phone - 631-474-2710

Main Fax - 631-474-5178

Matt Clark, Principal – x438

Jillian McNally, Principal's Secretary – x437

Elizabeth Carbonette, Clerk/Typist – x436

Christine Mangiamele, Assistant Principal – x447

Nicole Torpey, Secretary to the Assistant Principal – x446

Dominico LoRe/Dr. Elizabeth Bradshaw, Dean – x435

Tara Melucci, Guidance – x453

John McMorris, Guidance – x451

Danielle Quiroz, Psychologist – x452

Lauraine Anderson, Student Assistance Counselor – x421

Jeanine Pederson, NSYC Behavioral Counselor – x422

Nancy Lepre, Attendance - x450

Erin Southworth, R.N., Nurse's Office – x461

Dina Roberto, Health Aide – x442

Jamie Mistretta, Psychologist – x452

Veronica Farrell, Library – x444/474-5526

Cheryl Orioles, Library/Computer Lab – 474-5526 – x427

Kitchen – x439

Russell Rasch, Head Custodian – x441

Jessalyn Santiago, Night Senior Custodian – x441

Security Vestibule – x484

Physical Education Office – x445

Music Suite – x460

Faculty Room – x443

Appendix 1- School Buildings and Staff (Contd.)

LADDIE A. DECKER SOUND BEACH SCHOOL
197 North Country Road, Miller Place, NY 11764

Main Phone - 631-474-2719

Main Fax - 631-474-2497

Christopher Herrschaft, Principal - x524

Joseph Zito, Assistant Principal - x535

Diann Calamia, Clerk/Typist, Principal's Office – x521

Kim Caravello, Clerk/Typist, Principal's Office – x531

Teacher's Room – x533

Jenna Ely, Library – x525

Kitchen – x532

Noreen Killeen, R.N., Nurse's Office – x527

Margaret Guido, Health Aide – x526

Shannon McNulty, Psychologist – x536

Jamie Mistretta, Psychologist – x536

Phoebe Arancio, Student Assistance Counselor – x529

Security Vestibule – x528

Anthony Santiago, Head Custodian – x530

Karen Girzadas, Night Senior Custodian – x530

Appendix 1- School Buildings and Staff (Contd.)

ANDREW MULLER PRIMARY SCHOOL
65 Lower Rocky Point Road, Miller Place, NY 11764

Main Phone - 631-474-2715

Main Fax - 631-474-4738

Laura Gewurz, Principal – x623

Irem Kadoglu, Secretary, Principal's Office – x622

Josephine Randone, Principal's Office – x621

Teachers Room – x632

Office Work Room – x624

Conference Room – x636

Tricia Cucinello, Assistant Principal – x603

Karen Gabriele, Security – x635

Kellie Dollan, Library – x628

Kitchen – x631

Maria Gianino, R.N., Nurse's Office – x626 (direct 631-474-2717)

Jacqueline Maloney, Health Aide – x627

Pam Glitter, Student Assistance Counselor – x634

Stacey Curti, Psychologist – x629

Dr. Cara Biondo, Psychologist – x638

Rebecca Rohman, Behavior Counselor – x630

TBD, Head Custodian – x633

Karen Girzadas, Night Senior Custodian – x633

Appendix 2- Operations Staff Information

Custodial	Shift
MPHS	
David Gonzalez, H.C.	Days
James Bennett	Days
Frank Butkus	Days (Overlaps)
Larry Falco, H.C.	Nights
Donald Collins	Nights
James Floerke	Nights
Matthew Haakanson	Nights
Gary Lohr	Nights
Jeanine Sullivan	Nights/wraparound weekend days
NCRMS	
Russell Rasch, H.C.	Days
Charles Stewart	Days
Christopher McCarthy	Days (Overlaps)
Jessalyn Santiago, S.C.	Nights
Luis Lorenzo	Nights
Glen Roberts	Nights
Kevin Stark	Nights
LADSBS	
Anthony Santiago, H.C.	Days
Joe Ricigliano	Days (Overlaps)
Karen Girzadas, S.C.	Nights
Robert Bray	Nights
Joseph Esposito	Nights
Evan Watts	Nights
AMPS	
TBD, H.C.	Days
Christopher Nielsen	Days (Overlaps)
Karen Girzadas, S.C.	Nights
Eric Swanson	Nights
Sandra Thomas	Nights

Appendix 2 - Operations Staff Information (Cont'd)

Maintenance	Shift
Gary Karlson	Days
James Constantino	Days
Cory Breines	Days
Wayne Casey	Days
Grounds	
Mike Cusano	Days
Kris Terry	Days
Steve Winckler	Wrap-around Days
Security	
Will Finamore (PT)	HS-Mornings/Nights- Split
Jonathan LoRe (FT - 12 month)	North Campus-Days
Bill Sorensen (FT -10 month)	HS – Days – Parking Lot
Al Hank (FT - 10 month)	HS - Vestibule
Christine Lovell (FT - 10 month)	NCR - Vestibule
Jane Lauria (FT - 10 month)	LADSBS Vestibule
Karen Gabriele (FT - 10 month)	AMPS Vestibule
Tamika Copeland (PT – 10 month)	Lunch Relief/Traffic
Frank Lamia (PT)	NC/HS Split
TBD	NC-Overnight Weekends
Rob Alexander (PT)	NC-Evenings and Saturdays
Elizabeth Farruggia	Substitute Guard
Brian McCabe	Playground Guard
TBD	Playground Guard
Messenger	
Jonathan LoRe	As Part of Security Shift

Appendix 3 - Coordination with Local, County, State and Federal Resources

The District may obtain advice and assistance from local government officials including Suffolk County or New York State officials responsible for implementation of Article 2-B of the Executive Law.

Eastern Suffolk BOCES Resources

Agency/Department	Office	Phone
School Safety Team	Jonathon Hark	631-693-3028

Suffolk County Resources

Agency/Department	Office	Phone
Fire, Rescue & Emergency Services	Commissioner's Office	852-4855
	Nights, Weekends, Holidays	852-4815
Department of Health Services	Information & Referrals - Days	853-3000
	Nights, Weekends, Holidays	852-4820 (after 5:00 p.m.)
Poison Control Helpline	Emergency Number - 24 hour	1-800-222-1222
Division of Environmental Quality	Administration	852-5800
	Nights, Weekends, Holidays	852-4820 (after 5:00 p.m.)
Division of Public Health	Administration	853-3055
	Public Health Hotline	787-2200
	Nights, Weekends, Holidays	852-4820 (after 5:00 p.m.)
Police Department	Local Precinct #6	854-8600
Department of Public Works	Administration	852-4010
	Highway Maintenance-Days	852-4070
	Nights, Weekends, Holidays	852-4256 (after 3:00 p.m.)
General Information-County	Hauppauge Center	853-5593
Division of Community Mental Hygiene Services	Administration (For emergency mental health resources)	853-8500
Suffolk County Water Authority	Customer Service	698-9500
	After Hours Emergency	665-0663

State Resources

Agency/Department	Office	Phone
DEC - Department of Environmental Conservation	Regional Director	444-0345
	Spills (Chemical or Oil)	444-0320
	24-hour Emergency Spill Hotline	1-800-457-7362
DOH - Department of Health	Environmental Health Information	1-800-458-1158
DOL - Department of Labor	PESH-Public Employee Safety and Health-Regional Office	516-228-3970
	Regional Office	952-6322
OEM - Office of Emergency Management	State Coordination Center 24-hour	518-292-2200

Appendix 3 - Coordination with Local, State and Federal Resources (cont'd)

Federal Resources

Agency/Department	Office	Phone
FEMA - Federal Emergency Management Agency	Emergency Number - 24 hour Regional Office Public Affairs Office	1-800-621-3362 212-225-7209 212-225-7216
OSHA - Occupational Safety and Health	Emergency Number - 24 hour Regional Office	1-800-321-6742 212-337-2378
DOE - Department of Energy	Radiological Assistance Hotline	344-2200

Other Resources

Agency/Department	Office	Phone
American Red Cross	Suffolk County Emergency Number - 24 hour	924-6700 924-6911
Miller Place Fire Department	Emergency Number Non-emergency	911 or 473-2202

Appendix 4 - Key Vendor List

Service Provided	Company	Phone No.
Asbestos	J.C. Broderick Associates	631-831-0560
Boiler	Commercial Instrumentation	631-243-4300
Bomb / Drug Searches	LI K-9 Services	(631) 878-5349
Burglar Alarm	Protective Management	631-750-0685
Chemical / Hazardous Waste Removal	American HazMat Radiac Research Corp	631-404-2862 718-963-2233
Electrical work	Relle Electric	631-580-6111
Elevator	Island Elevator	631-491-3392
Fencing	LandTek RFC Fence	631-691-2381 631-924-3011
Fire alarm detectors	J&K Alarm	631-744-8945
Fire alarms panels/clocks	Johnson Control dba SimplexGrinnell	631-404-1000
Fire Marshall	KLH	516-790-7661
Garbage removal	Winter Bros. Carting	631-244-7272
Glass	VIP	631-345-9384
HVAC	L&J Heating and Air Conditioning Commercial Instrumentation Services	516-599-0067 631-243-4300
Insurance	AIG Insurance (Daniel Mahoney)	888-855-4782
PA system	Tri-State Sound	631-589-0500
Pneumatics	Cardinal Controls	631-244-7200
Portable toilets	Sani-Lav	631-981-7433
Radios	Motorola	631-244-9834
Roof repairs	Rainproofers	516-322-8446
Spill / Cat III Clean-up Mitigation	Renu Contracting & Restoration	631-782-1020
Telephone	Signature Communications	631-617-8118
Telephone POTS	Verizon	516-330-4118 516-357-2234
VoIP	Lightpath	516-803-5600
Tool / Equipment Rental	Pride Equipment Middle Island Equipment Rental	631-224-5101 631-345-2532
Utilities	PSEG National Grid	800-490-0075 631-755-6900 800-322-3223

Appendix 5 - FBI Bomb Threat Checklist

Please see insert

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Appendix 6 - Building-Level Emergency Response Plans

Miller Place High School

NCR Middle School

LADSBS Elementary School

AMPS Elementary School

Please see inserts

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Appendix 7 - Chemical Hygiene Plan

Please see insert

Appendix 8 - Listing of District Resources

- 1 1997 Chevrolet Mini Bus Mail Courier Converted Truck
- 2 2004 Chevrolet Box Truck
- 3 2005 Ford E350 Panel Truck
- 4 2005 Ford F250 Pickup Truck
- 5 2005 Ford F250 Pickup Truck (with lift gate and diesel transfer tank)
- 6 2007 Ford F250 Pickup Truck
- 7 2010 Ford Ranger Pickup Truck
- 8 2014 Ford Explorer
- 9 2015 Ford F250 Pickup Truck
- 10 2015 Ford F250 Pickup Truck
- 11 2015 Ford F150 Pickup Truck
- 12 2017 Ford Transit Work Van
- 13 2015 Dodge Durango
- 14 2018 Dodge 3500 Dump Truck
- 15 2005 CAT Backhoe (with bucket)
- 16 Kubota Tractor
- 17 2005 John Deere Gator
- 18 2000 Utility Trailer
- 19 2009 Utility Trailer
- 20 Additional portable radios with spare batteries, one laptop PC, spare fire extinguishers, copier, cell/land phone & first aid supplies – Operations Trailer
- 21 Assorted tools, shovels, brooms, compressors, generators, pumps, hoses, etc. – Maintenance and Grounds Departments Garages
- 22 Traffic flags, flashlights, cones, vests, raincoats – Security Dept. vehicles
- 23 Portable toilets on athletic fields at High School and North Campus and two bathrooms in Operations Trailer
- 24 Bottled water and food rations in high school kitchen storage room
- 25 Concession Stands (1 portable and 1 stationary)

Appendix 9 - Character Education Programs

Please see insert

Appendix 10 – Connect Ed Templates

Please see insert

Appendix 11 - Hazard Response Guide

Please see insert
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