

**William Floyd School District  
District-Wide School Safety Plan  
2022-2023**



***William Floyd School District  
District-Wide Safety Plan***

The **William Floyd Union Free School District-Wide School Safety Plan**, as required by the **Project 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 students, faculty and staff and allows for input from the various employee groups, the Suffolk County Police Department, the Office of Homeland Security and the Mastic, Mastic Beach and Center Moriches Fire Department.

This specific section of Project SAVE is a broad collaborative effort that addresses risk prevention, crisis intervention and emergency response, and response with respect to a variety of emergencies that may occur in the school district and its school buildings. It includes, but is not limited to, the creation of William Floyd school building safety committees, emergency response drill review and practice, and building-level reunification areas.

Prior to the start of the 2022-23 school year, the central office conducted training for the CAS Unit of the District so that they in turn can convey this information to their building staff. The District Wide and Building Level Teams are comprised of broad school stakeholders that may include, but are not limited to, (district office administrators, principals, assistant principals, teachers, teaching assistants, security guards, custodians and nurses) that are best situated to assess each building's needs and develop, implement and maintain all provisions of our plans. The **William Floyd Plan** incorporates all **building-level emergency response plans** developed by the **building-level emergency response teams** appointed by the **building principals**, under the direct supervision and direction of district office administration and endorsement by local law enforcement.

The William Floyd district-wide safety plans undergo continuous review throughout the course of the school year. After initial construction by the building-level safety team, each school safety team analyzes and discusses the efficacy of the plan through the school year, and offers constructive criticism as to how it may be improved and modified to meet changing concerns. All building principals conduct training on the first day of school regarding at the beginning of the year and the district discusses these plans through the building level safety teams. Historically, School Resource Officers assigned to the area have been invited to observe drills and offer suggestions. Prior to COVID, meetings were conducted under the auspices of the Department of Homeland Security and our Suffolk County Police Department school resource officers. Follow-up meetings have been planned for the beginning of each school year in

which local law enforcement observes safety drills, offers feedback and analysis for improvement, and provides reiterations of best practice protocols in school safety response drills.

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 immediately notified. The nature of any given emergency will dictate the degree of interaction with local enforcement and other Suffolk County emergency response agencies.

Building-level emergency response plans are reviewed and updated periodically as changes in personnel may occur during the year. These plans are typically emailed to the SCPD and may also be hand-delivered which constitutes delivery to and acceptance by the state.

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. The William Floyd Union Free School District has provided the appropriate authority and budgetary resources in support of this effort. Violence deterrence is the duty of the entire school community and we encourage involvement of all constituent members.

The William Floyd Union Free School District has been very proactive over the years to ensure safety is always our highest priority. To effectuate safety and security, William Floyd has invested in the following additions to our **facilities**:

- **Perimeter Fencing:** Large investments have been made for perimeter fencing with the objective of preventing unauthorized people and vehicles from entering our premises.
- **Guard booths:** All primary points of ingress and egress are covered with a licensed security guard stationed in a security booth ensuring that all entrants are authorized during school

hours. Last year, guard booths added sign-in procedures at each entrance when and where practicable.

- **School vestibules:** These internal structures have been constructed in each school building. Vestibules are designed to contain any potential violent threat to a confined area. This structure limits access to students and personnel and provides protection while emergency personnel respond.
- **Smart School upgrades:** Although the district currently has fully operational surveillance cameras, an upgraded system has been proposed and implementation with the newest technologies by Intralogic Solutions has commenced.
- **Facility inspections:** The district has conducted self-audits with federal and local law enforcement agencies to assess emergency responders' ability to navigate the building easily.
- **Staffing:** More than 73 employees (full-time, part-time and substitutes) provide 24-hour coverage, 365 days per year.
- **Alyssa's Law:** Effective June 23, 2022, effectively amending Education Law 2801-a to require schools to consider installation of silent panic alarm systems in any school when reviewing and amending District-Wide School Safety Plans and Building-Level Emergency Response Plans.

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.

This year the **District-Wide School Safety Committee** will be meeting via **Zoom** at **2:00PM** on the following dates:

- **10/26/22**
- **11/30/22**
- **12/14/22**
- **2/1/23**
- **3/29/23**
- **4/26/23**

The **District-Wide School Safety Committee** is comprised of the following **individuals** for the **2022-23 School Year**:

- Brian Babst, Athletic Director
- David Beggins, Assistant Superintendent for Business
- Kevin Coster, Superintendent of Schools
- Heidi Cummings, Suffolk County Police Department
- John DeBenedetto, Floyd Academy Principal
- Mike Devenney, William Floyd United Teachers' Association
- Peter Friedman, Assistant Athletic Director
- Janet Gilmor, Assistant Superintendent for Human Resources
- Susan Gleason, Teacher
- Michele Gode, William Paca Middle School Principal
- Paul Helbig, Teacher
- Susan Hutnick, Teaching Assistant
- Steve Januskiewicz, Parent and Mastic Fire Department Officer
- Kathleen Keane, Assistant Superintendent for Secondary Instruction
- Toni Komorowski, Tangier Smith Principal
- Mike LaCarrubba, William Floyd United Teachers' Association
- Roy LaRussa, Mastic Beach Ambulance and WF custodian
- Tim McClellan, Director of Facilities
- Kevin Meyer, Trustee
- James Montalto, Director of Public Relations
- Michael Murray, William Floyd United Teachers' Association
- Camelle Person, WFLC Assistant Principal
- Stacie Pollio, Suffolk County Police Department – SRO
- Stacey Scalise, Assistant Superintendent for Elementary Instruction, Special Education and Administration
- Michael Stam, Director of Human Resources and Security
- Tina Stone, Lead Nurse
- Rob Taiani, Trustee

A copy of the District-Wide School Safety Plan is also available upon request at central administration. Although the building-level emergency response plans are linked to the District-Wide 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.

### **Elements of the School District Safety Plan that will be reviewed by the member of the 2022-23 safety committee**

- Facility Review including entrance procedures, perimeter fencing, guard booth procedures used for entrance on a daily basis, school vestibules designed to contain an active shooter or other threat against the school, Smart School upgrades that provide greatly enhanced camera lens precision and clarity, facility upgrades regarding enhanced repeaters, end-of-the-day procedures securing buildings, communication with school safety teams, canine sweeps, facilitating trainings for local police with Emergency Medical Technicians and providing maps and location training to local Fire Departments.
- Identification of potential emergency response scenarios and vulnerabilities of each building structure including plans for responses to emergencies such as Hold-in-Place, Secure the Perimeter, Lockout and Lockdown, Evacuation drills, early dismissal, and secondary reunification and sheltering.
- William Floyd has provided training to social workers and guidance counselors allowing them to respond to an implied or direct threat of violence toward students, teachers, other school personnel and visitors to the school, including threats by students against themselves (including suicide.) CR155.17(c)(1)(i). Under Kathleen Keane and Albert Peterson, William Floyd has developed a Suicide Assessment Protocol and a Post-Tragedy Protocol that includes Emergency Staff Meetings, Meeting with Students, Counseling Center Support, and a communication plan should any of the aforementioned occur.
- Responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. CR155.17(c)(1)(ii). Security and

Building administration intervene to prevent harm to students, teachers, or visitors. Such incidents are investigated and monitored through surveillance cameras.

- Prevention and intervention strategies including inspections by Homeland Security and frequent meetings with the Suffolk County Police Department 7<sup>th</sup> Precinct. This includes inspection of the facilities, appropriately trained staff, emergency drills and guest speakers from law enforcement, including School Resource Officers.
- Contacting appropriate law enforcement officials in the event of a violent incident. (RAVE and other communication procedures with SRO or other members of the precinct.) CR155.17 (c)(1)(iv). William Floyd has on-going communication with the local School Resource Officers from the 7<sup>th</sup> Precinct.
- Communication plans with the 7<sup>th</sup> Precinct law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies. Each year the district shares school building level plans with the precinct and schedules lockdown drills to be observed by the local precinct.
- Contacting parents, guardians, or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal. CR155.17 (c)(1)(ix). Working with the Director of Public Relations messages tailored to our specific event would be disseminated in a timely fashion.
- The dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to, the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information. CR155.17 (c)(1)(xii). Frequently these scenarios have resulted in modifying entrance procedures so that students and staff are made to feel safe and comfortable.
- Plans for identification of district resources and coordination of such resources and manpower available during an emergency.

- Description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies (SCPD, Mastic and Mastic Beach Fire/Ambulance) CR155.17 (C)(1)(v). Such plans are driven by the highest-ranking law enforcement officer to arrive on the scene in collaboration with the local fire chiefs.
- Designation of the Chain-of-Command (Incident Command)
- The procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law. CR155.17 (c)(1)(vi). Support from the local precinct and the local fire department
- Plans to contact parents and guardians including when students make threats of violence against themselves. William Floyd has provided training to social workers and guidance counselors allowing them to respond to an implied or direct threat of violence toward students, teachers, other school personnel and visitors to the school, including threats by students against themselves (including suicide.) CR155.17(c)(1)(i). Under Kathleen Keane and Albert Peterson, William Floyd has developed a Suicide Assessment Protocol and a Post-Tragedy Protocol that includes Emergency Staff Meetings, Meeting with Students, Counseling Center Support, and a communication plan should any of the aforementioned occur.
- School building security. Each Guard is licensed and has received training in evacuations, lockdowns, lockouts, shelter-in-place and secure the perimeter procedures. Each guard who covers booths uses the double radio system where they take a second radio that will be given to law enforcement or Emergency Services in the event of an emergency. Contractual breaks are monitored throughout the day and noted ensuring that the building is always adequately staffed.
- Dissemination of information regarding early detection of potentially violent behavior. Review of nonviolent conflict resolution programs, peer mediation programs, and other character education and social emotional learning programs that take place on all levels of the district. CR155.17 (c)(1)(iii).
- Plans to exercise and conduct drills to test the building-level emergency response plan including review of tests.

- A system for informing all schools and stakeholders within WFSD of a disaster. CR155.17 (c)(1)(xviii)
- The identification of **appropriate responses to emergencies**, including protocols for responding to bomb threats, hostage-takings intrusions and kidnappings. CR155.17 (c)(1)(xv)
- Annual school safety training for staff and students. This includes the observations of drills by law enforcement ensuring best practices are conducted and the opening day presentations by the principals to each building.
- Review of protocols for bomb threats and intrusions.
- 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 school building architectural layout, population, staff, transportation needs, cell phone and office phone numbers of central administration, school building safety team, public relations officer, central security, nurses and security personnel.
- Documentation and record keeping of all mandated drills.

The **superintendent of schools is the chief emergency officer** and through designated personnel and his designee 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 District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and building-level emergency response plans are completed, reviewed annually and updated as needed.

### **Building-Level Emergency Plan**

Members of building-level emergency response teams are **appointed by each 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:

- Principals and assistant principals
- Director of security
- Teachers
- Teaching assistants
- Nurses
- School security personnel
- Law enforcement

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.)

### **Prevention and Intervention Strategies**

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 instructed on how to carry out each drill. Specific training is provided on how to respond to emergency situations (evacuation/fire drills and lockdowns/active shooter) and such drills are practiced in accordance with the timeframes set forth in New York State regulations. Furthermore, district protocols were created under the auspices of the 7<sup>th</sup> Precinct of the Suffolk County Police Department.

**Canine Sweeps:** In conjunction with the 7<sup>th</sup> Precinct of the Suffolk County Police Department, William Floyd conducts an annual, unannounced sweep using a drug-sniffing dog. This is an unannounced drill in which schools are placed into lockdown and remain in a state of lockdown while members of the Canine Unit and the 7<sup>th</sup> Precinct of the Suffolk County Police Department search the premises.

### **Elementary Schools**

- school resource officer presentations (e.g., social media, cyberbullying)
- character education committees
- seven habits of happy kids
- curricular/cultivating kindness
- monthly citizenship academy
- positive principal referrals (data-driven demonstrating a reductions in incidents)
- G.R.E.A.T. (Gang Resistance Education and Training) presented by Suffolk County Sheriff's Office
- "Too Good for Drugs" presentation
- Wellness Week
- citizenship awards
- Positive Behavior Intervention and Support (PBIS) – respectful, responsible, ready to learn.

- PTO thematic events
- New York Islanders' (National Hockey League) character building presentations

### **Middle Schools**

- Partnership with Strong Youth for a series of presentations about good decision making and reducing youth violence.
- Restorative Circle training for staff and students.
- Mediations
- Good Standing Initiatives
- Random Acts of Kindness Week.
- Have a Heart, Don't Be a Bully Week.
- Random Acts of Kindness Week
- Weekly Bulletins on how to prevent bullying.
- Assemblies on gangs, drugs, bullying
- Fully developed Positive Behavior Intervention and Support (PBIS) – respectful, responsible, ready to Learn.
- “Red Ribbon Week”
- New York Islanders' (National Hockey League) character building presentations

### **High School**

- prom/lawyer meetings
- social host laws
- social workers providing character education
- sexting presentations
- “Red Ribbon Week”
- “Stop the Bleed” trainings
- National Night Out (community event)

### **Training, Drills and Exercises**

The William Floyd District-Wide Safety Plan requires adherence to annual drills that each building principal schedules during the summer months in anticipation of the upcoming school year. These include announced and unannounced drills, which meet or exceed state-prescribed requirements and are documented and shared with internal auditors and site visits with local law enforcement agencies

and the Department of Homeland Security. 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, the administration reflects upon several factors including the time each drill requires from start to completion, any inefficiencies that require improvement, and facility issues requiring additions/alterations. Based on the determination of the district-wide school safety team and the building-level emergency response team, at a minimum, the following methods may be used:

- Rapid dismissal exercises
- Building-wide drills including evacuation and lockdown
- Safety team analysis and discussion
- Building searches and/or screening in response to anonymous threats that may, or may not include social media

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 SCPD Seventh Precinct, law enforcement agencies, fire departments, and emergency response personnel (ambulance companies, EMTs, etc.)

### **Incorporating School Security**

School safety teams will execute the District-Wide School Safety Plan. Such training has been conducted in cooperation with the police department. All William Floyd security personnel have undergone 8-hour pre-assignment and 16-hours of in-service training. Our security bargaining unit is comprised of duly-licensed security guards, including retired law enforcement officers.

Appropriate school building security measures and procedures have been determined by the district-wide school safety team and building-level emergency response team after review of school building procedures and practices, emergency response plans, code of conduct, and security surveys/audits. Based on these findings we

have implemented the following security measures:

**Security personnel:** All security personnel are **district employees**. We do not hire independent contractors or outside vendors. They are all duly-licensed as registered New York State security guards. These security guards provide coverage 24-hours per day, seven days per week.

The William Floyd utilizes a multilayered structure to assist with ensuring the safety and security of all students, staff, and infrastructure. The following are examples of how the district applies our procedures daily:

- **Arrivals and Dismissals:** Upon arrival and dismissal of each school building, a rotating pool of **additional security** guards oversees the orderly administration of this process. Each afternoon, a system exists for securing the premises and not allowing threats to re-enter the premises. Recently a system has also been created where SCPD meets at pre-determined locations in order to deter issues that could arise after school within close proximity of the school.
- **Security Booth Identification:** Upon the commencement of the school day, visitors must enter the premises after stopping at a security booth. A licensed security guard greets each visitor, checks their identification and directs them to their intended location. Names of visitors, vehicle descriptions and drivers' license information may be noted.
- **Required Identification of Visitors:** Visitors are required to produce government-issued photo identification. Video surveillance is utilized at each school building and district office to enhance identification.
- **Required Identification of Employees.** The William Floyd human resources office issues photo identification badges to all employees that must be visibly displayed throughout the

work day.

- **External Security Cameras:** Video surveillance cameras are positioned on the exterior of the buildings to provide an additional layer of deterrence and incident identification.
- **Annual meetings between the William Floyd School District and the Suffolk County Police Department reviewing our plans and discussing upcoming school events:** Each year William Floyd meets with: (1) members of the 7<sup>th</sup> Precinct of the Suffolk County Police Department, including school resource officers, the COPE unit, supervisors and the commanding officer. One such meeting this year occurred on October 11, 2022, in which the building level plans were reviewed and the nomenclature used by William Floyd was reiterated. For example, the Emergency Response Chart was review with the School Resource Officer, recently appointed police officers and members of the COPE Unit. The term “Secure the Perimeter” was explained and the context in which it will be used was discussed. William Floyd lockdown procedures, lockouts, evacuations, and hold-in-place were also discussed. These meetings include a comprehensive review of our plans, a reiteration of their endorsement and a conversation of any foreseeable safety issues that require collaboration between the district and the police department (e.g., in September of 2018 the district did not have transportation provider for the first six days of school due to a union/driver issue. The local precinct provided indispensable assistance during times of arrivals and dismissals including traffic, pedestrian and safety management). Another issue typically discussed is of police presence during large events in the Fall of every school year including Homecoming, the annual Parkway Power Bowl football game against a local school. The local precinct also provides support during school dismissal, commencement exercises and other special events such as Pep Rally, basketball games and dances.

- **Security Supervision:** The district has on-site senior guards and senior security guards that supervise the security personnel in each building. All security personnel report directly to the director of human resources and security to ensure that comprehensive and detailed safety and security decision-making occurs.

### **Vital Educational Agency Information**

Each building-level emergency response plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

### **Early Detection of Potentially Violent Behavior**

Each building's administration communicates with staff at the first faculty meeting so that all building employees understand strategies in violence management, prevention and detection. Training and discussions include early warning signs of potentially violent behavior and early intervention/prevention strategies.

- A description of the school district's safety plans and protocols.
- 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.
- Special procedures for evacuations and active shooters.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- Student training will include post-drill review by classroom teachers.
- Building safety teams have an open dialogue with building administrators and central administration should any follow-up issues arise.

### **Incident reporting, Investigation, Follow-Up, Evaluation and Disciplinary Measures**

All incidents of violence, whether or not a physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the **Violent and Disruptive Incident Report (VADIR) Form**. 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.**

Relationships have been established with the police department and other emergency response agencies at the building level. Representatives from these agencies participate on building-level school safety teams.

**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 and will:

- Report it to the 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 the building-level emergency response plans.
- Provide incident debriefing to students/staff as needed. Notify parents via school messenger, social media, etc.
- This year a RAVE feature has been added for quicker emergency communication.

**Investigation:**

After the incident has occurred, the district-wide school safety team will conduct a detailed investigation. It is the purpose of the team to focus on

facts that may prevent recurrence, not finding fault or coming to a conclusion. The team 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:**

William Floyd recognizes the significance of reacting rapidly and properly to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the 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 district-wide 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 review the potential for different types of violent incidents. 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:**

William Floyd 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 is 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.

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

Rapid and precise contact with the 7<sup>th</sup> Precinct is essential in the event of a violent incident. These relationships have been developed over the years with our School Resource Officers and in cooperation with supervising officers of the Suffolk County Police Department. These parties have helped us develop our response to emergency plans and are incorporated into our building-level emergency response plans. These individuals and means of contact are documented in each building-level emergency response plan.

Internal communication is also of prime importance and will be specifically defined in the building-level emergency response plan. Depending on the nature of the emergency, some of the communication methods will include the William Floyd website, telephone, e-mail, district multi-party radio system, social media, school messenger, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the district-wide school safety team.

The school district recognizes that many different types of emergencies may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each building-level emergency response plan, specifically addressing criminal offenses, fire and explosion, medical emergencies, natural hazards, system failure and technological hazards. Each building-level emergency response 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:

**Entry by Unauthorized Person:**

The William Floyd building-level emergency response plan procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person to identify an intruder or suspicious person will immediately see if the person's *identification is visible* and will report this information to security and the main office in every building.
- The principal, assistant principal, and/or security guard will *approach the outsider to ascertain their purpose*.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert security to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and dial 911 or use other appropriate emergency notifications. (RAVE)
- If a serious situation is perceived, the building will initiate a lockdown procedure. (This has occurred when a contractor failed to show identification when asked.)
- Alternatively, if a dangerous situation is not perceived, but additional facts must be gathered, a hold-in-place may be used at the discretion of the building administration.
- The William Floyd superintendent's office will be notified so appropriate resources can be made available to the school district.
- No trespass letters are issued if the individual's identity and address are known.

**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, local police

department, Suffolk County Office of Emergency (Commissioner), Suffolk County Department of Health, Eastern Suffolk BOCES district superintendent, private industry groups, religious organizations, among others. For specific assistance beyond the scope of the school district's resources, the Suffolk 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 building-level emergency response plans.

### **District Resources Use and Coordination**

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.

### **Protective Action Options**

All confidential school building-level emergency response plans address the following response actions as determined by the nature of the emergency. Specific response actions are explained in detail in each building plan and are reviewed and practiced with all staff members:

**Lockdown** (The most serious situation for a school – a threat is in the building, e.g., includes, but is not limited, to active shooter situations.)

**Secure the Perimeter** (Does not rise to the level of a lockdown, but there may be danger within close proximity to the school.)

**Evacuation** (Conditions in the building are unsafe, warranting relocation)

**Early Dismissal** (Conditions warrant returning students to their homes)

**Hold-In-Place** (Conditions warrant isolation of students/staff to a particular area.

Typically short-term while a situation is being investigated.)

### **District Support of Buildings**

William Floyd will supply all necessary resources and personnel to emergency response teams and the post-incident response teams based on 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 to respond to all situations. This team is comprised of the following:

The superintendent of schools; assistant superintendent for business; assistant superintendent for human resources; assistant superintendent for elementary education; assistant superintendent for secondary education; director of human resources and security; director of facilities; director of public relations; transportation coordinator; and central security.

### **Disaster Mental Health Services**

The **building-level emergency response team** will designate the **post-incident response team** in each school building to respond in crisis situations and help provide disaster mental health services as outlined in our **building-level emergency response plan**. Depending on the scope of the situation, the Suffolk County Office of Emergency Management and Department of Mental Health may be contacted to help coordinate a county or statewide effort.

The William Floyd Student support team also contains 28 social workers, 26 school counselors, and 20 psychologists – all of whom receive on-going professional development training and would be ready to assist in the event that mental services had to be provided.