

# UNIONDALE PUBLIC SCHOOLS



## COMPREHENSIVE SCHOOL SAFETY PLAN

*“The Uniondale School Community should be confident and rest assured in the district’s ability to maintain safety and control in the event of an emergency. Our number one goal is the safety of our most valuable assets ...our children, staff and school community.”*

**Dr. William K. Lloyd, Superintendent of Schools**

**Rev. January 2016**



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# *Uniondale School District Comprehensive Safety Plan*

## **Policy Statement**

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

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

The Plan was made available for **public comment 30 days prior to its adoption** and provided for participation of the entire school community. The District-Wide Plan was formally adopted by the School Board after at least one public hearing. As required by law, the Plan will be **filed with the Commissioner of Education** and will be reviewed annually by the District-Wide School Safety Team **before November 1** of each school year. Building-Level Emergency Response Plans will be filed with both **Local and State Police within 30 days of adoption**.

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

A copy of the District-Wide Plan is available upon request and is available at central administration in the office of the Superintendent of Schools. 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 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 Comprehensive School Safety Plan**

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

## **District-Wide School Safety Team**

The District-Wide School Safety Team will always include the following representation at a minimum:

- School Board Member: *Ariana Campbell*
- Superintendent: *Dr. William K. Lloyd*
- Assistant Superintendent for Business: *Bancroft Burke*
- Student Representatives (UHS)
- Teacher Representatives
- Administrators: Building Principals/Assistant Principals: *Florence Simmons/Jack Abramowitz, Lynnda Nadien, Bryan Bruno/Amy Dirolf/Shantel Brooks, Kevin Bracht/Dr. Franz Dorsainvil, Juanita Bryant-Bell/Sara Azizollahoff, Alejandro Rivera/Dr. Sheliah Jefferson-Isaac, Dexter Hodge/Dr. Constance Rhoden, Donald Humphrey/Nicole Johnson, Janine Bradley and Dr. Brenda Williams*
- Director of Technology Services: *Janice Friedman*
- Director of Buildings & Grounds/ Security: *John La Bare/ Danny McFarlane*
- School Nurse Supervisor: *Sylvia Kallich*
- PTA President: (UHS) *Barbara Ford*
- Hempstead Police Department
- Nassau County Police Department
- Uniondale Fire District

### **Responsibilities of the District-Wide School Safety Team**

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

1. Recommending training programs for students and staff in violence prevention.
2. Dissemination of information regarding early detection of potentially violent behavior.
3. Developing response plans to acts of violence.
4. Communicating the plan to students and staff.
5. Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
6. Making recommendations necessary for change.
7. Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide Safety Team Sub-Committee or Building-Level Team.
8. Recommending improved security measures based on school building inspection results.
9. Conducting annual school building survey of students and staff to identify the potential for violent incidents.

10. Reviewing survey results and recommending actions that are necessary.

### **Risk Reduction/Prevention and Intervention Strategies**

⇒ **Program Initiatives in the Uniondale School District include: (Listed by Building)**

- ⇒ School-based Security and Vulnerability Assessments will be conducted district-wide to improve the current state of security and emergency preparedness.
- ⇒ Safety Preparedness Assemblies/Assertive Discipline Assemblies – will be conducted district-wide the week of September 10<sup>th</sup> for elementary schools and September 17<sup>th</sup> for secondary schools.

#### **CALIFORNIA AVENUE SCHOOL**

1. School-Wide Second Step Violence Prevention Program
2. Rites of Passage Boys Club
3. Girls Leadership Club
4. Peer Meditation
5. In-House Mentoring
6. School-Wide Standardized Discipline Rubric
7. Behavior Expectations Assembly
8. Green Light Positive Reinforcement Behavior Program
9. 100% Homework Class Certificate Program
10. Class of the Month/Student of the Month Program
11. Bus Superstars Program
12. Honor and Effort Roll Assemblies
13. CAPS/Giant Bully Prevention Assemblies
14. School-Wide Character Education Curriculum and Monthly Pillar Activities
15. Red Ribbon Week (Drug Prevention)
16. Student Council
17. Safety Patrol
18. Peaceful Playground Program
19. Peer Tutoring
20. Learning Academy
21. Project SAVE Meetings
22. Civil Defense Drills/Fire Drills/Bus Safety Drills
23. Parent Website Links for Parent Resources
24. S.T.R.O.N.G. Gang Prevention Assembly
25. G.R.E.A.T. Gang Prevention Program
26. G.R.E.A.T. Family Gang Prevention Program
27. Respect Day
28. Safety Week

### **CORNELIUS COURT**

1. ASP Program
2. Giant Thinking
3. CBAPP
4. North Shore Child & Family Guidance Social Worker
5. Family and Child Services of Nassau County

### **GRAND AVENUE SCHOOL**

1. Violence Prevention Month
2. Pennies for Patients
3. Peace Day
4. Spirit of Giving Week
5. Peer Mediation Club
6. Student Council
7. Nassau County DA'S Office and Statefarm Mentoring Program
8. I Can ....I Will - Teacher Student Mentoring Program
9. Career Awareness week
10. Career Day Fair
11. Molloy College Big Brother/Big Sister Mentoring Program
12. Self Esteem Week
13. Parent Resource Center
14. Community Reading Day
15. Caught Being Grand "Lunch with the Principal" - Principal's good character lunch program
16. 5<sup>th</sup> Grade daily PROJECT WISDOM BROADCAST
17. Respect Day-
18. Rites of Passage
19. Daily Morning Enrichment Assemblies

### **NORTHERN PARKWAY SCHOOL**

1. Bully Prevention
2. Red Ribbon Week
3. Green Light Program
4. Second Step
5. Take Home Video Program
6. Morning Meeting
7. Blue Slip Program
8. Class of the Month
9. Parent Resource Center
10. Community Reading Day
11. G.R.E.A.T. Gang Prevention Program

### **SMITH STREET SCHOOL**

1. Bully Frog
2. Peer Mediation
3. Second Step
4. Character Stars
5. Violence Prevention Week



6. Disability Awareness Week
7. Parent communication Board (English/Spanish)
8. Red Ribbon Week
9. Safety patrol
10. Lunch Patrol
11. Superstar Lunchroom
12. STARS Program
13. Student Government
14. Rites of Passage
15. North Shore Child & Family Guidance
16. Wellness/ Nutrition Initiative
17. Partnership with the Long Island Mentoring Association
18. School Store
19. Smith Scoop Newsletter
20. G.R.E.A.T. Gang Prevention Program

**WALNUT STREET SCHOOL**

1. Peer mediation
2. Learning Academy
3. SCOPE program
4. Student Council
5. Student-Run School Store
6. Student Ambassadors
7. L.I.K.E. (Lawyers Involved in Kid's Education) Mentoring Program, in collaboration with the Certilman Balin Law Firm and the Mentoring Partnership of Long Island
8. Big Brothers/Big Sisters of Long Island
9. Safety Tip of the Week
10. School Safety Stations
11. Functional Behavioral Assessments
12. G.R.E.A.T. Gang Prevention Program – 4<sup>th</sup> Grade
13. Second Step Violence Prevention Program: School Wide
14. Rites of Passage Boys Club
15. In-House Mentoring/Mentoring Partnership of Long Island – Girls Club
16. Behavior Expectations Assemblies
17. 100% Homework Class Certificate Program
18. Class of the Month Program
19. Mandated Classroom Assertive Discipline Plans
20. School-Wide Character Education Curriculum and Monthly Pillar Activities
21. Red Ribbon Week (Drug Prevention)
22. Student Council
23. Hofstra Tutoring Partnership
24. Parent Website Links for Parent Resources
25. Fire Safety/Personal Safety (Yellow Dino) Assemblies
26. S.T.R.O.N.G. Gang Prevention Assembly – 5<sup>th</sup> Grade
27. Respect Day

### **LAWRENCE ROAD MIDDLE SCHOOL**

1. Peer Mediation
2. Sports Academy – The Right Track
3. Mentoring Programs (Nassau County District attorney, Molloy Mentoring Latinas, I Can and I Will, and PPSI)
4. Safety Team Meetings
5. Boys and Girls Rites of Passage
6. Anti- Violence and Anti- Gang All School Assemblies
7. Violence Prevention Week
8. Red Ribbon Week
9. Student of the Month Program and the 100% Club
10. Parent Workshops
11. Principal's Quarterly Newsletter
12. Student Quarterly Newsletter
13. Career Expo
14. G.R.E.A.T. Gang Prevention Program
15. Character Education Program
16. Unbridle Acts of Kindness Program
17. Hempstead Police Department School Education Program
18. Big Brother/ Big Sister "Playing It Safe/ Playing It Smart" Program

### **TURTLE HOOK MIDDLE SCHOOL**

1. Violence Prevention Week
2. Red Ribbon Week
3. Mentoring Programs
4. Rites of Passage Programs
5. Males Moving Forward Program
6. Peer Tutoring
7. Character Education Programs
8. Monthly Character Education Pillar Contests
9. Caught Being T.E.R.R.I.F.I.C Recognition Program
10. School Safety Meetings
11. PPSI
12. Second Step Program
13. Athletes Helping Athletes
14. Turtle Hook Tribune
15. Principal's Homeroom Announcement and Recognition
16. G.R.E.A.T. Gang Prevention Program

### **UNIONDALE HIGH SCHOOL**

1. Non-violent conflict resolution training programs: Reconnecting Youth
2. Peer mediation programs: Liberty Partnership, S.T.R.O.N.G.
3. Extended day and other school safety programs: Advantage Program, and Alvin Ailey
4. Youth-run programs: Rites of Passage
5. Mentors for students concerned with bullying/violence: Dean Jackson and Dean Hamilton
6. Literary prevention curriculum: Voices of Love and Freedom administered to 9<sup>th</sup> graders through the Small Learning Communities.

## **Training, Drills and Exercises**

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the District-Wide School Safety Team and the Building-Level School Safety Team, at a minimum, all schools will be responsible for conducting the following drills each school year including, but not limited to the following methods:

### **SHELTERING**

- **Lock Out Drills** – *If there is danger outside of the building.*
- **Lock Down Drills** – *If there is danger within the building.*
- **Inside Relocation Drills** – *The Central Command Post may deem it necessary to move students to a larger holding area which may be the Gym or GP Room. The Incident Commander will make this decision based on individual circumstances.*

### **EVACUATION**

- **Outside Relocation Drills** – *Evacuation Drills*
- **Rapid Dismissals** (Go Home Early Drills)
- **Simulated District-Wide Evacuation Drill**
- **All evacuations requiring bus transportation must be authorized and coordinated by USD's Asst. Supt. for Business.**

In addition, as per New York State Education Law:

- **Bus Safety Drills** and **Fire Drills** will also be conducted accordingly.

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 as well as contractual bus companies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. At least one exercise will occur in each school building every school year.

## **Implementation of School Safety**

The Uniondale School Safety Department is committed to providing a safe and orderly environment where students and district personnel may deliver quality educational services without disruption or interference. School Security Monitors are individually licensed through New York State and receive both 8-hour pre-assignment and 16-hour in-service training. In addition, each member receives eight hours of annual refresher training.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level School Safety Team after review of

school building procedures and practices, security surveys, and building-level occupant surveys. Based on these findings the following security measures have been implemented:

- Requirement that all visitors sign in and out and all staff wear identification badges.
- Use of video surveillance equipment in the high school & middle schools
- Use of District alarm system.
- Implementation of the metal detection equipment in Uniondale High School and Cornelius Court School.
- Conduct random locker searches.
- Conduct regular security audits and perimeter patrols throughout the district.
- Develop Code of Ethics and job descriptions for School Security Monitors.
- Employment of full-time & part-time School Security Monitors

## Vital Educational Agency Information

Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials. (See p. 21)

School Building	School Population	Number of Staff Members	Transportation Needs
Uniondale High School	2226	365	7:25 AM - 2:30 PM Grades 9-12 (1.5 miles)
Lawrence Road Middle School	806	129	8:00 AM to 3:05 PM Grades 7-8 (1.5 Miles) Grade 6 (.75 Miles)
Turtle Hook Middle School	751	120	8:00 AM to 3:05 PM Grades 7-8 (1.5 Miles) Grade 6 (.75 Miles)
California Avenue School	827	130	8:40 AM TO 3:25 PM Grades K-3 (.50 Miles) Grades 4-5 (.75 Miles)
Cornelius Court School			
Alternative to Suspension Program	12	20 Total	
Evening Alternative High School	60		
Grand Avenue School	318	70	8:40 AM TO 3:25 PM Grades K-3 (.50 Miles) Grades 4-5 (.75 Miles)
Northern Parkway School	787	146	8:20 AM to 3:05 PM Grades K-3 (.50 Miles) Grades 4-5 (.75 Miles)
Smith Street School	482	88	8:35 AM to 3:20 PM Grades K-3 (.50 Miles) Grades 4-5 (.75 Miles)
Walnut Street School	580	100	8:20 AM to 3:05 PM Grades K-3 (.50 Miles) Grades 4-5 (.75 Miles)
Shubert Pre-K School	144	30	8:30 AM to 3:00 PM TBD

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

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually every September, principals will be responsible for meeting with the purpose of reviewing building level safety plans and include:

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

Other methods for informing parents and students include:

### **CALIFORNIA AVENUE SCHOOL**

- Mentoring Partnership of Long Island (Matches teachers to target students in our building)
- Systemic Character Education Program ("Green Light Program")
- Second Step
- Safety Patrol
- STRONG Anti-Gang Assemblies/ Student Workshops

### **GRAND AVENUE SCHOOL**

- Violence Prevention Month
- Peace Day
- Peer Mediation Club
- Student Council
- Anchor Program

### **NORTHERN PARKWAY SCHOOL**

- Bully Prevention
- Second Step
- Take Home Video Program

### **SMITH STREET SCHOOL**

- Peer Mediation
- Second Step
- Violence Prevention Week
- Character Counts

#### **WALNUT STREET SCHOOL**

- Big Brothers/Big Sisters Program
- Peer Mediation Program
- Mentoring Program
- Safety Patrol
- Second Step
- S.T.R.O.N.G. Gang Prevention

#### **LAWRENCE ROAD MIDDLE SCHOOL**

- Second Step
- At-Risk Advisories
- Gang Prevention Assemblies
- Mentoring Programs
- Anti Bullying and Safety Resources on School Home Page
- Character Education Program
- PTA Parental Workshops

#### **TURTLE HOOK MIDDLE SCHOOL**

- Peer Mediation
- Second Step
- Student Against Destructive Decisions (SADD)
- Principal's Advisory
- Violence Prevention Week
- Student Support Groups
- Struggling to Reunite Our New Generation (S.T.R.O.N.G.)

#### **UNIONDALE HIGH SCHOOL**

- Reconnecting Youth
- Advantage Programs
- Liberty Partnership
- Rites of Passage
- Peer Mediation
- Struggling to Reunite Our New Generation (S.T.R.O.N.G.)

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School District Comprehensive Safety Plan.

## Hazard Identification

As required for the Building-Level Emergency Response Plan, the following sites have been deemed potential locations of unforeseen hazards or concern risks. Such sites may include but not be limited to school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- **Southern State Parkway** (adjacent to Grand Avenue School and Smith Street School)
- **Meadowbrook State Parkway** (adjacent to Walnut Street School and Uniondale High School, near Smith Street School)
- **Grand Avenue** (adjacent to Grand Avenue School)
- **Grand Avenue, Smith Street and Walnut Street Schools:** propane storage tanks stored near boiler room for fuel oil burner ignition (pilot light operation).
- **Jerusalem Avenue** (adjacent to Turtle Hook Middle School and Near Smith Street School)
- **Turtle Hook Middle School:** (water storage tower) located on Town of Hempstead property north of school athletic fields.
- **Hempstead Turnpike & Uniondale Avenue** (near or adjacent to Cornelius Court School)
- **Nassau Road** (near Northern Parkway School and Lawrence Road Middle School)
- **Front Street** (near California Avenue School)
- **Hofstra University** (near California Avenue School and Cornelius Court School)
- **Nassau Veteran's Memorial Coliseum** (near California Avenue School and Cornelius Court School)
- **Reckson Plaza Office Complex** (near California Avenue School and Cornelius Court School)
- **Uniondale High School:** (Pool Area) – chlorine storage
- **Uniondale High School:** (Henry Street) Boiler Room – low pressure natural gas service on Westside of school grounds
- **Uniondale High School:** Water storage tower located on Town of Hempstead property south of football field.
- **California Avenue School:** (New Wing) – low pressure natural gas service on eastside of property along California Avenue and north driveway/parking area.
- **Underground Storage Tanks (UST):** all schools have UST onsite near the boiler room for fuel oil storage and heating equipment operations.



## **Responses to Violence**

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

All incidents of violence, whether or not 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.** Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with the Police Department (*Refer to list at end of this document for specific names and telephone numbers*) 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.

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

**Investigation:**

After the incident has occurred, the District-Wide Safety Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. 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:**

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

**Evaluation:**

The 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 including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

**Disciplinary Measures:**

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

**Code of Conduct:**

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. The Code of Conduct is annually reviewed in May/June by the District-Wide Safety Committee and presented to the Board of Education by a chairperson of the committee.

Any proposed changes to the policy would be prepared by the district’s legal counsel with a resolution of change for the board. 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)**

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

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

When schools must be closed because of weather conditions, residents will be notified by the long siren sounded at various Fire Houses throughout the District at 7:00 a.m. The fire department is notified via a restrictive coded administrative phone chain. All central administrators have restrictive codes which must be matched by the fire department before any community notifications occur.

In addition, announcements of school closing will be posted between the hours of 6:00 a.m. and 8:00 a.m. using the following media:

- UNIONDALE PUBLIC SCHOOL** Voice Mail (516) 560-8800  
Web Page Address: [www.district.uniondaleschools.org](http://www.district.uniondaleschools.org)
  
- RADIO STATIONS**
  - WHLI** (1100 AM)
  - WKJY** (KJOY 98.3)
  - WMJC** (Island 94.3)
  - WBZO** (B-103)
  - WTHE** (1520 AM)
  - WLIE** (540 AM)
  - WGBB** (1240 AM)
  
- TELEVISION** Cable News (Channel 12)
  
- INTERNET** (Channel 12 Web Page) [www.news12.com/liclosings](http://www.news12.com/liclosings)

**The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:**

<b>School</b>	<b>Contact</b>	<b>Phone</b>	<b>Fax</b>	<b>E-Mail</b>
Uniondale High School	Florence Simmons	(516) 560-8820	(516) 918-1271	fdsimmons@uniondaleschools.org
Lawrence Road Middle School	Dexter Hodge	(516) 918-1634	(516) 918-1640	dhodge@uniondaleschools.org
Turtle Hook Middle School	Dr. Donald Humphrey	(516) 918-1301	(516) 918-1451	dhumphrey@uniondaleschools.org
California Avenue School	Bryan Bruno	(516) 918-1851	(516) 918-1975	bbruno@uniondaleschools.org
Cornelius Court School	Gregory Singer Janine Bradley	(516) 918-2315 (516) 918-8813	(516) 918-2336	jbradley@uniondaleschools.org jfriedman@uniondaleschools.org
Grand Avenue School	Juanita Bryant-Bell	(516) 918-2100	(516) 918-2124	jbryant-bell@uniondaleschools.org
Northern Parkway School	Alejandra Rivera	(516) 918-1705	(516) 918-1794	arivera1@uniondaleschools.org
Smith Street School	Lynnda Nadien	(516) 918-2000	(516) 918-2074	lnadien@uniondaleschools.org
Walnut Street School	Kevin Bracht	(516) 918-2201	(516) 918-2275	kbracht@uniondaleschools.org
Non-Public School <i>Kellenberg Memorial High School</i>	Brother Kenneth Hoagland, Principal	(516) 292-0200 Ext. 200	(516) 292-0877	brokenneth@kellenberg.org
Non-Public School <i>Pat-Kam Early Childhood Center</i>	Ron Clahar, Director	(516) 486-7887	(516) 486-7905	info@patkamsch.com
Non-Public School <i>Hebrew Academy of Nassau County</i>	Rabbi Elliot Hecht, Principal, HANC MS	(516) 538-8161	(516) 489-1142	rehecht@hanc.org
Non-Public School <i>St. Martin de Porres Marianist School</i>	John Holian, Headmaster	(516) 481-3303	(516) 483-4138	jholian@stmartinmarianist.org
Non-Public School <i>Little Red Train Private School</i>	Andrew Mesnick, Director	(516) 483-8460	(516)292-9254	campredarrow@aol.com

### **Automated Emergency Communications System**

In the event of an emergency, the district will utilize the Connect ED system for communicating with students, parents/guardians, student emergency contacts, staff, and the community where applicable. The system has the ability to deploy an emergency message to six telephone numbers for each of the two student emergency contacts, along with an E-mail address if collected and entered in the system. The system will be able to call everyone in a matter of minutes and all six telephone numbers for each person are called simultaneously.

In order to provide the best probability for successful communication in the event of an emergency, the building principal will conduct at least two test messages during the year

(Columbus Day, October and Presidents Day, February) for the purpose of validating and updating its emergency contact information.

This message will be a prerecorded message, used across the district, translated in English, Spanish, and Haitian Creole. Principals will utilize the detailed call report to locate telephone numbers and information requiring updates.

The system is web-based and can be utilized and deployed from any computer (including off-site locations) provided it has Internet access and by a phone (provided a PIN has been created). A Dial-In-Message Card should be printed, off the system, in advance and stored for emergency access. This is a consideration when the building is evacuated, inaccessible, or the building occupants have been moved to off-site sheltering.

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

### **Bomb Threats:**

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Building Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The *FBI Bomb Threat Call Checklist* will be available at phone reception areas.

### **Hostage Taking:**

The School Building Emergency Response Plan *Hazard Specific Response Guide* procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert, if necessary, and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

## **Intrusions:**

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion. In general the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- 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 staff 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 other appropriate emergency notification.
- **If the situation escalates, plain language** will be utilized to notify all teachers to lock doors. Once the alert is announced, administrators will evacuate students who have been locked out of their classroom or are in public areas. Students will be evacuated to a safe area outside the building as per normal evacuation procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

## **Kidnapping:**

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

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.

- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

### **Responses to Acts of Violence (Implied or Direct Threats)**

Response actions in individual buildings will include:

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

### **Responses to Acts of Violence (Actual)**

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

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

### **Response Protocols**

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

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

### School Building Chain-of-Command Table

School Building	IC #1	IC #2	IC #3	IC #4	IC #5
Central Administration	Dr. William K. Lloyd (516) 560-8824	Rhonda Taylor (516) 560-8825	Bancroft Burke (516) 560-8801	Myrtle Dickson (516) 560-8822	
Uniondale High School	Florence Simmons (516) 560-8820	Dr. Jack Abramowitz (516) 560-8874	Diane Barton (516) 560-8878	Mark McCaw (516) 918-1033	
Lawrence Road Middle School	Dexter Hodge (516) 918-1501	Constance Rhoden (516) 918-1503	Andrea Silverstein (516) 918-1550	Shawn Lisa Torres (516) 918-1585	Robert Rivas (516) 918-1561
Turtle Hook Middle School	Dr. Donald Humphrey (516) 918-1303	Nicole Johnson (516) 918-1373	Ana Ritter (516) 918-1377	Carl Belfond (516) 918-1350	Frank Sorace (516) 918-1401
California Avenue School	Bryan Bruno (516) 918-1899	Amy Dirolf (516) 918-1930	Shantel Brooks (516) 918-1898	Veronica Schauder (516) 918-1887	Linda Destio (516) 918-1863
Cornelius Court School	Gregory Singer (516) 918-8813	Janine Bradley (516) 560-2315	Carol Delvalle (516) 560-8861	Janice Friedman (516) 918-2332	
Cornelius Court School Evening Alternative High School	Janine Bradley (516) 918-2315	Gregory Singer (516-560-8813)			
Grand Avenue School	Juanita Bryant-Bell (516) 918-2101	Sara Azizillahoff (516) 918-2103	Nadine Patterson (516) 918-2142	Cathleen McCrystal (516) 918-2119	Barbara Pletenycky (516) 918-2131
Northern Parkway School	Alejandro Rivera (516) 918-1705	Dr. Sheilah Jefferson-Isaac (516) 918-1702	Bilal Polson (516) 918-1701	Sean Douglas (516) 918-1777	Raquel Pierre-Louis (516) 918-1759
Smith Street School	Lynnda Nadien (516) 918-2049	TBA (516) 918-2003	Colleen Parris (516) 918-2037 (Frank Esposito) (516) 918-2015	Diana Basalice-Fusco (516) 918-2013 (Eric Spallina) (516) 918-2043	Shari James (516) 918-2026 (Brian Spallina) (516) 918-2061
Walnut Street School	Kevin Bracht (516) 918-2201	Franz Dorsainvil (516) 918-2202	Michael Bruno (516) 918-2272	Quyten Rovner (516) 918-2236	Linette Mott (516) 918-2229
Shubert School	Brenda Williams (516) 405-8303	Veronica Farias (516) 405-8302	Cornelio Salazar (516) 405-8300	Christopher Yack (516) 405-8319	

In the event of an emergency, as incident commanders, building principals and/or a designee will be responsible for all communication with Central Administration. The Director of Security and any other emergency agencies should also be contacted as deemed necessary.



## **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, Nassau County Office of Emergency (Commissioner), Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the School Building-Level Plans.

## **District Resources Use and Coordination**

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

## **Protective Action Options**

School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency:

- **School Cancellation**
  1. Monitor any situation that may warrant a school cancellation
  2. Make determination
  3. Contact local media

## **EVACUATION**

- **Early Dismissal/Rapid Dismissal**
  1. Monitor situation
  2. If conditions warrant, close school
  3. Contact Transportation Supervisor to arrange for transportation
  4. Contact local media to inform parents
  5. Set up information center for parent inquiries
  6. Retain appropriate district personnel until all students have been returned home
- **Outside Relocation**
  1. Determine the level of threat
  2. Contact Transportation Supervisor to arrange transportation
  3. Clear all evacuation routes and sites prior to evacuation

4. Evacuate all staff and students to pre-arranged evacuation sites outside of the school building
5. Account for all student/staff population; report any missing students/staff to Principal
6. Make determination regarding early dismissal
7. If dismissing early, contact local media to inform parents
8. Ensure adult supervision or continued school supervision/security
9. Set up information center for parent inquiries
10. Retain appropriate district personnel until all students have been returned home

## **SHELTERING**

### **➤ Short-Term Inside Relocation Shelter**

1. Activate building emergency plan and implement Incident Command System in accordance with the safety plan instructions.
2. Activate Emergency Response Team.
3. Advise the staff and students to proceed to their designated shelter-in-place area.
4. Call 911
5. Staff and students proceed to their designated locations in an orderly fashion.
6. Teachers/Staff must take attendance and forward it to the principal or his/her designee.
7. Depending on emergency, consider using barricades to close off school driveways and parking lots.
8. Principal and designees assist emergency personnel as necessary.
9. Consider modified release of students depending on emergency and time of day.
10. If long-term shelter is needed, consult with county emergency management personnel.

### **➤ Lockdown**

1. Lockdown announcement is given by Incident Commander:  
*“At this time we will begin a lockdown. All students report directly to the nearest classroom. Teachers secure all staff, students and visitors in the classrooms. Ignore bells signifying a change of classrooms.”*
2. Incident Commander or designee calls 911
3. Immediately gather students from hallways into classrooms or offices (include common areas and restrooms)
4. Teachers/Staff follow pre-established instructions to secure doors. Do not cover hallway windows. Leave the exterior windows, blinds, and lights as they are. Move students out of line-of-sight of hallway windows.
5. Teachers/Staff take attendance and record students that are in the room, missing and extra students from the hall and await further instructions.
6. Teachers are not allowed to open doors for anyone under any circumstances.
7. All activities cease.
8. Students/Staff outside building must evacuate to a predetermined, off-campus location. This includes bus runs and field trips.

➤ **Lockout**

1. Lockout announcement is given by Incident Commander:  
*“At this time, we are going into a lockout mode. Please lock all exterior doors and no one will enter or leave until further notice. No one will be allowed to enter building.”*
2. Call 911
3. Activate building emergency plan and implement Incident Command in accordance with safety plan instructions.
4. Have students who are outside immediately return to the school building.
5. Administrators/Custodians/Assigned Staff – lock and secure all exterior doors and entrances.
6. Monitor main entrances and **DO NOT** allow any personnel into building.
7. Consider using barricades to close off school driveways and parking lots.
8. Consider modified release of students for end of school day.
9. The Lockout will end when an announcement is made.

**Students at off campus sites (Field trips, BOCES...) during Emergency Sheltering**

1. Contact the site director, bus driver, and/or teacher in charge with information about the incident and type of sheltering.
2. Students that have not yet left the secure site should be detained until they receive word to return to campus.
3. Students in route, returning to school, should be kept on the bus off-campus for a short period or brought to their designated emergency relocation site.

➤ **Homeland Security System**

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

1. An elevated alert would warn of credible threat but probably not pinpointing timing or targets.
2. An imminent warning would signal a credible, specific, and impending terror threat or ongoing attack.

**Emergency Evacuation Procedures during Testing**

Upon being notified of an emergency during testing which requires the evacuation of the building, the following procedures must be adhered to:

1. Principals must document the time of evacuation.
2. The protectors should instruct the students to **turn their examination face down, do not engage in conversation with other students and exit the school premises** as per evacuation procedures developed by the Uniondale Union Free School District.
3. Proctors should exit the building with their homeroom attendance rosters; high school proctors should exit the building with attendance lists for the various exams. Attendance

must be taken outside of the school facility. Proctors should **constantly remind the students they should not engage in conversation** amongst themselves.

4. Upon being given the directive to re-enter the building the students should be directed to return to their seats and leave their exam papers turned over. Teachers should procure attendance once again. The Principal (or his or her designee) will announce when the examination may begin as well as add on the time lost due to the emergency evacuation.
5. The principal must notify the Office of Assessment immediately following the evacuation. The principal must document the issue and forward it to the Office of Assessment.
6. The office of Assessment will fax a description of the incident to the New York State Education Department by the close of business the same day.

### **Recovery – School District Support for Buildings**

The School Building Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency. A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- **Superintendent of Schools:** *Dr. William K. Lloyd*
- **Assistant Superintendent of Business:** *Bancroft Burke*
- **Director of Buildings & Grounds / Security:** *John LaBare*
- **Transportation Coordinator:** *Virginia Mulcahy*
- **Food Service Director:** *Alexa Price*
- **School Nurse Supervisor –** *Sylvia Kallich*
- *Others as deemed necessary:*
  - **Director of CSE** (Social Workers and Psychologists): *Carol Delvalle*
  - **Director of Guidance** (Guidance Counselors): *Stacie Reid*

### **Disaster Mental Health Services**

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

### **Forms and Recordkeeping**

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

- Emergency Procedures Notification
- FBI Bomb Threat Call Checklist

- Incident Report Form
- Parent/Guardian Notification
- Post-Emergency or Post-Test Review Form
- Red Cross Mass Care Facility Survey
- Red Cross Shelter Agreement
- School Building Training Pamphlet
- Emergency Evacuation Agreement

## Important Telephone Numbers

Name	Office
<b>Superintendent of Schools</b>	<b>516-560-8824</b>
<b>Deputy Superintendent for Curriculum &amp; Instruction</b>	<b>516-560-8825</b>
<b>Assistant Superintendent for Business Affairs</b>	<b>516-560-8801</b>
<b>Assistant Superintendent for Human Resources</b>	<b>516-560-8822</b>
<b>Director of Buildings &amp; Grounds / Security</b>	<b>516-560-8847</b>
<b>Maintenance Supervisor</b>	<b>516-560-8967</b>
<b>Head of Security</b>	<b>516-918-1076</b>
<b>Uniondale School District 24-Hour Outdoor Security</b>	<b>516-317-5749</b>
<b>Director of Special Services</b>	<b>516-918-2359</b>
<b>Director of Guidance</b>	<b>516-560-8821</b>
<b>Fire Department - Uniondale</b>	<b>516-742-3300</b>
<b>Fire Department - Hempstead</b>	<b>516-486-0012</b>
<b>Fire Department – South Hempstead</b>	<b>516-742-3300</b>
<b>First Precinct</b>	<b>516-573-6100</b>
<b>District Reps</b>	<b>516-573-6144</b> <b>516-573-6170</b>
<b>Hempstead Police Department</b>	<b>516-483-6200</b>
<b>Health Department Guidelines and Information</b>	<b>516-227-9697</b>
<b>PSEG</b>	<b>1-800-490-0075</b>
<b>LIPA</b>	<b>516-222-7700</b>
<b>Nassau County Department of Social Services</b>	<b>516-571-5321</b>
<b>Nassau County District Attorney's Office</b>	<b>516-571-3800</b>
<b>Poison Control Department</b>	<b>1-800-222-1222</b>
<b>State Child Abuse Register</b>	<b>1-800-635-1522</b>
<b>Uniondale Transportation Department</b>	<b>516-560-8806</b>
<b>Guardian Bus Company</b>	<b>516-723-3287</b>