District-Wide School Safety Plan

For Public Disclosure

2024-2025

PUBLIC COMMENT (July 9, 2024 – August 9, 2024)
PUBLIC HEARING (July 9, 2024)
ADOPTION (August 20, 2024)

Hampton Bays Union Free School District

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Lawrence Luce, Assistant Superintendent for Finance and Operations
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Diane Fox, Director of Bilingual & Alternative Education
Christopher Richardt, High School Principal
Michael Morgan, High School Assistant Principal
Dennis J. Schug, Jr., Middle School Principal
Jonathan DellaSperanza, Ed.D., Middle School Assistant Principal
Marc M. Meyer, Elementary School Principal
Richard Triandafils, Elementary School Assistant Principal

Marion Lawson, District Clerk

We are driven by the vision that all students in Hampton Bays will graduate with a solid academic foundation, a strong character, a commitment to the community and a dedication to lifelong learning.

1.1 Introduction

This plan is locally developed in compliance with Education Law 2801-a and Commissioner's Regulation 155.17 and delineates protocols for responding to emergencies which could endanger students, staff and property. The District's mission in emergency and disaster planning is is to:

1. Ensure the safety of students, faculty, staff and visitors to the school;
2. Protect lives and property;
3. Respond to emergencies promptly and properly;
4. Coordinate with local emergency services and community resources;
5. Aid in disaster recovery, including accurate documentation.
6. Provide emergency response plans, services, training and supplies;
7. As quickly as possible, restore normal operations of staff and facilities;

The Executive Director for Educational Services is the Chief Emergency Officer, responsible for:

1. Communication between school staff, law enforcement and first responders;
2. Ensuring staff are trained in the district and building safety plans;

1.2 Objective

1. The District mitigates against the effects of hazardous events by identifying hazards, preparing for and responding to, and managing the recovery from emergencies.

2. The District provides training for school personnel and students on violence prevention, mental health awareness, and emergency situation drills.

3. The multi-hazard emergency plan addresses emergency situations and identifies immediate action guidelines for responding to specific types of incidents.

4. The National Incident Management System (NIMS) and Incident Command System (ICS) uniformly manages emergencies with set processes, protocols, and procedures.

1.3 Plan Development, Review, Maintenance, Distribution

The Emergency Response Teams are responsible for the development, maintenance, revision and execution of the Emergency Response Plan (ERP) on an annual basis. Various agencies are involved in responding to school incidents, including police, fire, EMT and mental health and this plan incorporates advanced planning with these various agencies, as well as community service providers to aid in a timely response. School ERPs are confidential and not subject to disclosure under Article VI of the Public Officers Law.

Task	Name of Involved Party	Completed by
Plan Reviewed for Updates	Hampton Bays UFSD	07/31/2024
30-day Public Comment Period	Community Stakeholders	08/09/2024
Public Hearing	Board of Education / Stakeholders	07/09/2024

Plan Adoption	Board of Education	08/20/2024
New York State Police	Safe Schools NY	10/01/2024
New York State Police	Troop L, Long Island	10/01/2024
Southampton Town Police	Chief James Kiernan	10/01/2024
Hampton Bays Fire Dept.	Chief James Kappers	10/01/2024
Southampton Town Fire Marshal	Chief Fire Marshal Cheryl Kraft	10/01/2024

Section 2. Emergency Response Teams (ERT)

2.1 District-Wide Emergency Response Team

The Team has the following goals and consists of diverse stakeholders, including:

Stakeholder	Organization	Appointee
Parent	HB PTA (ES)	President or designee, Cyndi Krops
Parent	HB PTO (MS)	President or designee, Rachel Schnibbe
Parent	HB PTSA (HS)	President or designee, Debra Williams
Teacher Leadership	HB UFSD	Eleni Fotopoulos, President
Teacher Leadership	HB UFSD	Kathleen McErlean, Health & Safety Chairperson
District Leadership	HB UFSD	Lars Clemensen, Superintendent of Schools
District Leadership	HB UFSD	Lawrence Luce, Assistant Superintendent
District Leadership	HB UFSD	Eric Ferraro, Executive Director
District Leadership	Board of Education	Kevin Springer, President
District Leadership	HB UFSD	Marc Meyer, Elementary Principal
District Leadership	HB UFSD	Dennis Schug, Middle School Principal
District Leadership	HB UFSD	Chris Richardt, High School Principal
Civil Service	HB UFSD	Michael Lloyd, President

- Ensures compliance with the provisions of the SAVE legislation;
- Reviews supplemental information related to school safety planning;
- Manages the District-wide School Safety Plan;
- Conducts a Public Hearing on the District-wide School Safety Plan;
- Coordinates efforts with the Board Policy and the Health & Safety Committees;
- Completes activities in accordance with Implementation Timeline;
- Develops a list of required follow-up activities to fully implement the safety plans;
- Coordinates with the Southampton Town Police Department, Hampton Bays Ambulance Corps, Hampton Bays Fire Department, New York State Police Department, and the Suffolk County Department Emergency Services for training, resource and information sharing.

2.2 Building-Level Emergency Response Teams (SERT)

The School Emergency Response Team (SERT) initially responds to emergencies to ensure safety and supervision in a crisis. Upon activation of the SERT, the Superintendent of Schools (or designee) will be notified of the emergency. Crisis planning includes making preparations for managing school buildings, grounds, occupants, and rescue and recovery personnel during and after a crisis. The SERT is composed of diverse stakeholders who are trained and typically

do not have consistent and direct responsibility for students. Local police and fire departments are members of all teams.

Universal Emergency Response

Position	Name
Local Law Enforcement	Southampton Town PD, Chief James Kiernan
Local Fire Department	Hampton Bays Fire Dept., Chief Rick Nydegger
Executive Director	Hampton Bays UFSD., Eric Ferraro
Finance & Operations	Hampton Bays UFSD, Lawrence Luce

Elementary School SERT

Position	Name
Executive Director	Eric Ferraro
Principal	Marc Meyer
Assistant Principal	Rich Triandafils
Head Custodian	Rob Pettas
School Nurse	Toni Ramundo and Hilda DeLaCruz
School Psychologist	Christine Anselmo
School Social Worker	Theresa Dellaposta
Faculty	Specials Area Teachers and those without regularly assigned classes

High School SERT

Position	Name
Executive Director	Eric Ferraro
Principal	Chris Richardt
Assistant Principal	Michael Morgan
Dean of Students	Marc Kops
Head Custodian	Sam France
School Nurse	Bettina VanVleck
School Counselor	Daniela Quiroz, Danielle Crucet and Arielle Soury
School Psychologist	Michele DeBlasio
School Social Worker	Maira Rogel-Zavala and Nicole Selg

Middle School SERT

Position	Name
Executive Director	Eric Ferraro
Principal	Dennis Schug
Assistant Principal	Jonathan Dellasperanza
Dean of Students	Elizabeth Lanni-Hewitt
Head Custodian	Matt Rothar
School Nurse	Lisa Fazio
School Counselor	Erin DaSilva and Josephine Sinkler
School Social Worker	Renee Calabrese, Nicole Selg, Kaitlyn Gange
School Psychologist	Amanda Catalano
Speech Pathologist	Jennifer Joniak
District Psychologist	Stacy Naglieri

Section 3. Risk Prevention and Training

Equipment, personnel, procedures, and policies help ensure the safety of all students, staff, and visitors. The School Emergency Response Team (SERT) and Learning Support Team (LST) are charged with supporting the needs of our students and staff to ensure physical safety and mental health.

3.1 Risk Prevention and Response

1. The SERT consists of administrators, custodians, school counselors, social worker, psychologist, nurse and school security guards. Their job is to provide tactical support during lockdowns, shelter in place, lockout or evacuation. In the event of a First Aid emergency, the SERT will facilitate access for emergency responders. In addition, the SERT is trained in First Aid, CPR, Narcan and AED. Coordination with local law enforcement would be conducted by the Director of School Safety and his designee, the School Resource Officer Liaison, both employees of the school district.
2. The LST meets weekly to address mental health, social-emotional and academic concerns of students. The LST consists of administrators, counselors, psychologist, social worker and nurse. In these weekly meetings, students are reviewed for the objectives of the LST. Individual action plans are determined with a staff member as point-person to work with the student. Possible action outcomes include internal counseling, family meeting, referral to an outside agency, social group programming, and extra academic help. Faculty and staff are encouraged to report student concerns to a member of the LST. Emergency situations are handled immediately upon reporting.
3. The District belongs to LISPAN, the Long Island School Practitioner Action Network, consisting of member districts who designate mental health workers to be part of a regional Emergency Response Readiness team. If we are unable to support the mental health needs of our school community in a crisis with internal staff, we activate LISPAN to receive additional support.

3.2 Training

Staff and students shall be trained to respond to emergency situations through age-appropriate drills and exercises in each school building, including:

- Evacuation drills
- Shelter-In-Place, Hold-in-Place and Lockdown drills
- Emergency Response Team exercises with the SERT, including tabletop exercises

Each building establishes an annual schedule of drills for each facility in accordance with law. Local emergency services may participate to test the efficacy of the emergency response plan.

Training with students and staff at the beginning of the school year addresses:

- Speaking with staff to discuss problems without repercussion;
- Educating students about youth-run programs, peer mediation, conflict resolution and student mentoring programs.

- Recognizing and dealing with bullying and harassment behaviors.
- Understanding the Code of Conduct and its consistent standards and consequences.
- Identifying the signs and symptoms of violence.

Training on warning signs and symptoms of suicide and violent behavior, including:

- *Crisis Prevention Intervention*;
- Recognizing signs and symptoms or potential violence, neglect or abuse;
- Building administrators will coordinate training in conjunction with social workers, psychologists, and school counselors;

Training shall be implemented as follows:

- Violence prevention training on regular conference days (annually)
- Right-to-know training (as required by law)
- Blood borne pathogen training (as required by law)
- Additional building-based training based on site discretion and needs
- Knowledge of school board policies that are related to safety and security
- Knowledge of District-Wide School Safety Plan and specific roles related to plan
- Videotapes related to security and crisis situations
- Training in the use of security devices as needed
- Annual review and dissemination of the Student Handbook and Code of Conduct;
- Plain-language review of procedures for various hazards and threats prior to actual drills;

3.3 Personnel

Hall Monitor

Monitors work in close contact with students and are deployed by building need. Duties include:

- Greeting visitors, authorizing entrance/granting access, and distributing passes
- Directing hall traffic and checking passes
- Patrolling hallways, lavatories, common areas
- Alerting building administration to altercations, situations, vandalism or unsecured areas
- Interaction/intervention as required
- Other duties as determined by the administrator or Director of School Safety

Training and required knowledge shall include:

- School violence prevention and non-violent crisis intervention training;
- Site-specific training including review of manuals, maps, building-resources;

School Security Guard

A guard's primary duty is to insure the general safety of all those lawfully on district property. The number of guards and their schedules are determined by building need. The District follows state mandates regarding the hiring and screening of guards and duties may include:

- Provide protection for students, staff, and visitors;
- Enforce district policies as per Board of Education policy;
- Patrol parking lots, outside entrances and doorways, walkways and secured areas;
- Control flow of campus traffic, particularly at bus arrival/dismissal;
- Oversee parking;
- Conduct periodic checks of doors, windows and parking areas;
- Interact/intervene with students, buses, etc. as required;
- Direct hall traffic (check all passes);
- Greet visitors and distribute passes;
- Provide information and directions as may be required;
- Patrol hallway and lavatories;
- Intervene in the event of disturbances and contact appropriate officials;
- Restrain persons engaged in disorderly conduct and/or make civilian arrests;
- Respond to emergencies such as bomb threats and building evacuations;
- Assist in calming disturbances and crowd control;
- Assist law enforcement officers in the performance of their duties;
- Bring any fire hazards and building safety problems to the attention;
- Alert building administrator about altercations/problems;
- Report vandalism and unsecured areas to building administrator;
- Perform other duties specific to security purposed as determined by the site;

Training and required knowledge shall include:

- School violence prevention and non-violent crisis intervention training
- Site-specific training including review of manuals, maps, building-resources
- Right-to-know training
- Blood borne pathogen training
- CPR Certification
- Defibrillator (AED) Certification
- First Aid Certification
- NY State Security Guard Certification

3.4 Local Hazards

Off-campus sites exist as both emergency safe-havens and potential hazards:

- Other school buildings
- Hampton Bays Public Library
- Long Island Railroad crossings (Ponquogue Ave., East Tiana Rd., Springville Rd.)
- Quogue Sinclair Oil and Fuel storage facility
- Sunrise Highway
- Montauk Highway
- Flood prone areas
- Atlantic Ocean, Shinnecock Inlet, Shinnecock Canal, Shinnecock Bay, Great Peconic Bay, Tiana Bay, various creeks, beachfront and marshes
- Pine Barrens Areas

3.5 Communication, Notification and Activation

Personnel will notify the Main Office regarding the nature of a violent incident and the need to call 9-1-1 for assistance. All personnel are authorized to call 9-1-1 and initiate a lock-down.

3.6 Response to Threats or Acts of Violence

The Incident Response Team and chain of command is consistent with NIMS/Incident Command System, including:

- Personnel: school personnel; emergency response agencies; a post-incident response team; medical personnel, mental health counselors and others.
- Schematics: floor plans, blueprints or other maps of the school interior, grounds and immediate surrounding area;
- Internal and external communication system structure.
- Standardized crisis prevention measures:

3.7 Communication and Notification in Case of Emergency

When information must be communicated widely and quickly, the Communications Plan includes:

~Access to Communication Methods:

1. Typically, the Superintendent of School is responsible for directing mass communications, or his designee in the event of an emergency. In the event that the Superintendent of Schools is unavailable, school administration has access and training on all communication forums.

~Key Factors to Consider in Communication

1. Incident Commander will work with the communications designee to ensure clear messaging.
2. Communication will be conducted in English and Spanish.
3. The Superintendent of Schools may engage the District's Public Relations Firm, Syntax Communication, to manage media relations; that decision is dependent on the situation.

~Methods of Communication

1. Email, via Parent Square software (provided by families during the registration process)
2. Text Message via Parent Square software (as provided by families during registration process)
3. Audio Message via Parent Square software (provided by families during registration process)
4. Website (www.hbschools.us; Emergency banner message upon landing on homepage)
5. Social Media – Twitter @hbschools, Facebook @HamptonBaysPublicSchools, Instagram @hbschools
6. Broadcast Media Message
    a. News12 (website and Channel 12)
    b. WLNG 92.1 FM Radio
    c. WABC Channel 7
    d. WNBY Channel 4
7. Virtual meetings may be held, especially when there is an inability to meet in person.

3.8 Possible Plans of Action in an Emergency / Crisis / Threat or Act of Violence

1. Cancellation Prior to the Start of School - when school cannot open safely
2. Lockout - when conditions are safer inside a building than outside
3. Lockdown - when a situation presents an immediate threat to students, staff and visitors in or around the building
4. Shelter-in-Place - when conditions are safer inside the building than outside
5. Hold-in-Place - when conditions require an expected, short duration due to a medical emergency or maintenance issue
6. General Evacuation and Off-Campus Shelter - when conditions in the building present an immediate risk to health and safety
7. General Go-Home - to be used when necessary to return students to their home as quickly as possible (i.e. a snowstorm)