District- Wide Emergency Management Plan
North Babylon Union Free School District
2025 - 2026

Board of Education Approved on August 26, 2025

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Guidelines for Building-Level Emergency Management Plans

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

North Babylon Union Free 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 reports of incidents of violence will not be discriminated against. Using student and staff input, each building shall establish an appropriate mechanism for the anonymous reporting of school violence and harassment that will meet the needs of their student population (e.g., Internet, telephone hotline to Central Office or school, outside agency, suggestion box, etc.).

This Plan has been developed to deal with a crisis in the North Babylon School District. A crisis, for the purpose of this plan, is defined as a sudden, generally unanticipated event that could profoundly and negatively affect a significant segment of the school population and often could result in injury or death.

This plan presumes that a large number of students and staff could be affected, that the psychological and emotional impact may be moderate to severe and that outside assistance will be required to resolve the situation. The plan focuses on responses to an individual(s) with a weapon on school grounds or to a hostage situation or other situation which requires the evacuation of students from the building. The plan also recognizes that no one approach can apply to any crisis and those responses will depend on the type and location of the crisis. The goal of this plan is to prevent the loss of life or injury to students and staff.

Purpose

The North Babylon Union Free School District District-Wide Emergency Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the North Babylon Union Free School District Board of Education, the District Superintendent of Schools of North Babylon Union Free School District appointed a District-Wide Emergency Response Team and charged it with the development and maintenance of the District-Wide Emergency Response Plan.

Concept of Operations

The North Babylon Union Free School District Emergency Response Plan is linked to the individual Building-Level Emergency Response Plans in that it provides the framework for emergency response protocols upon which the Building-Level Plans have been developed.

The District-Wide School Safety Team reviewed and approved the District-Wide School Safety Plan. The District-Wide School Safety Plan was made available on July 01, 2025, for public comment 30 days prior to its adoption and provided for participation of the entire school community. By September 1st of each school year, the District-Wide and Building-Level Plans are formally adopted by the School Board after at least one public hearing. As required by law, the District-Wide School Safety Plan is posted on the school district website by October 1st of each school year and will be reviewed annually by the District-Wide School Safety Team by September 1st of each school year. Building-Level Emergency Response Plans will be updated by September 1st

of each school year by the Building-Level Emergency Response Team and filed with both State and Local Police by October 1st of each school year.

North Babylon District-Wide School Safety Team

The North Babylon School District created a District-Wide Safety team tasked with overseeing the safe and up to date security plans for the District.

Name	Role
Heather Rowland	Board of Education, President
Kat Tedesco	Board of Education Trustee
Keisha Rivers	Board of Education Trustee
Kenneth Graham	Superintendent of Schools
Olivia Buatsi	Assistant Superintendent for Business
Michael Colwell	Director of School Safety, Committee Chair
William Dworsak	Director of Facilities
Allen Miller	Director of Transportation
Jason Friesen	Director of Physical Education, Health Education, Recreation and Athletics
Jeffrey Raymond	Assistant Principal
Stephanie Hasandras	Principal
Kerry Larke	Principal
Vincent Fantauzzi	Principal
Colleen Cafiso	Assistant Principal
Elizabeth Luna	Teacher, Committee Co- Chair
Peggy Melicharek	Nurse
TBD	Chief Custodian

The Safety team should consider the following:

- Conduct an annual review, in April of each year: April 3, 2025
- Familiarized itself with the provisions of the SAVE Legislation, particularly those related to school safety planning.
- Review available supplemental information related to school safety planning.

- Develop and implement a work plan leading to the establishment of the Project Save District-Level Plan conforming to the requirements specified in the SAVE legislation.
- Draft the Project Save District-Level Plan.
- Conduct a Public Hearing on the Project SAVE District-Level Plan in cooperation with the North Babylon School District Administration.
- Assure sufficient time for public comment and consider such comment before finalizing the plan for consideration by the Board.
- Coordinate efforts with the Board Policy and the Safety Committees as necessary.
- Complete activities in accordance with an implementation timeline.
- Develop a list of required follow-up activities to fully implement safety planning related measures of SAVE.

Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.

The Plan must include the following at a minimum:

1. A list and description of positions and titles considered essential with justification for that determination.
2. The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
3. A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.
4. Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
5. Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
6. Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.

7. Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Details on this Plan are included in Appendix C (Communicable Disease - Pandemic Plan).

Chief Emergency Officer

Superintendent of Schools Kenneth Graham is the Chief Emergency Officer. The Chief Emergency Officer is responsible for ensuring the elements of the District-Wide Safety Plan and Building-Level Emergency Response Plans are implemented. The Chief Emergency Officer will also coordinate appropriate safety, security and emergency training for district and school staff. Also, annually update all Building-Level Emergency Response Plans, assist with decisions related to security related to technology and development of policies for the use of such technology and ensure that required evacuation and lockdown drills are conducted in accordance with the requirements of Educational Law 807.

Training Drills

Effective July 31, 2024, amendments to Commissioner's Regulation § 155.17 related to conducting drills.

At a minimum, what drills are required in New York State?

- Eight evacuation drills each year.
- Four lockdown drills each year.
- Eight drills are completed by December 31st each year.
- One emergency dismissal drill each school year to test emergency response procedures. This should not occur more than 15 minutes earlier than normal dismissal time.
- Fire and Emergency Drills: Pursuant to Education Law §807, two fire drills must be held during summer school in buildings where summer school is conducted. One of the two must be held during the first week of summer school.

Duties

Duties of the District Chief Emergency Officer include ensuring the required evacuation and lock-down drills are conducted in a trauma-informed, and developmentally and age-appropriate manner that does not include props, actors, or simulations or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by Education Law section 807.

Tabletop Exercises

New regulation on tabletop exercises states that tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting type setting to discuss their roles during an emergency and their responses to sample emergency situations.

Full-Scale Exercises

New regulation on full-scale exercises states that schools and districts that opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials and include props, actors, or simulations or other tactics intended to mimic a school shooting or other act of violence or emergency shall not conduct such exercises on a regular school day or when school activities such as athletics

are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation.

Distribution of the Plan

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police within thirty days of adoption.

Email District-Wide and Building-Level Safety Plans to SED Business Portal: New York State Safe Schools Against Violence in Education (SAVE)

School ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.

Record of Distribution

Agency	Name of Receiving Party	Date
North Babylon Fire Department	Chief/Assistant Chief Peter Alt	9/2025
Suffolk County Police Dept. 1st Precinct	Nick Hernandez	9/2025

Plan Review and Updates

8 NYCRR Section 155.17 (b) requires the School Safety Team to review its ERP annually and update it by

July 1st as needed.

Revision / Update / Amendment	Name	Date
Updated	District-Wide Safety Team	6/12/25
Updated	Central Office Administration	6/12/2025

Coordination of District Resources and Manpower

A North Babylon School District-Wide Emergency Response Team will be available when necessary to assist all school buildings in their response efforts. This team will be composed of the following North Babylon employees:

- District Superintendent of Schools
- Assistant Superintendent for Business
- Assistant Superintendent for Personnel and Educational Operations
- Assistant Superintendent for PPS and Special Education
- Director of School Safety
- Director of Facilities
- Director of Physical Education, Health Education, Recreation and Athletics
- Director of Transportation

In the event of an emergency, the team will be notified and will serve as support to the Building-Level Emergency Response Team.

Building-Level Emergency Response Planning Team

The North Babylon School District-Wide Safety Plan is linked to individual Building-Level Emergency Response Plans, in that it provides the framework for emergency response protocols upon which the Building-Level plans have been developed.

Each Principal should create a safety team consisting of individuals representing administrators, school safety officer, teacher representatives, parent/guardian representative and outside agencies. Note: each principal can add to this list as deemed necessary.

1. Principal
2. Parent/Guardian
3. Nurse
4. Chief Custodian
5. Teacher
6. Psychologist
7. Director of Security
8. Security on staff
9. Bus Drivers and Bus Monitors
10. Police Department Liaison
11. Chief of the Fire Department

The Safety Team should:

- Familiarize itself with the SAVE legislation, focusing on school related safety planning.
- Review available supplemental information related to school safety planning.
- Conduct meetings to critique and revise current plans to improve safety.
- Coordinate efforts with the Board Policy and Safety Committees as necessary.

Safety / Security Officer

Safety/Security officers regularly encounter a wide variety of safety and security related problems as they patrol North Babylon School District buildings and grounds to prevent the endangerment of students, staff and visitors who lawfully enter North Babylon School District property. Safety/Security officers are hired and managed by the North Babylon School District and the number of safety/security officers and their working hours are determined by building site/population needs. North Babylon School District follows all state mandates in the hiring and screening of safety/security officers.

The duties may include:

- Provide protection for students, staff and visitors
- Enforce North Babylon School District policies (i.e., smoking, weapons)

- Patrol parking lots, outside entrances and doorways, outside 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 to prevent trespassing and vandalism
- Interaction/intervention with students, buses, etc. as required
- Direct hall traffic (check all passes)
- Greet visitors, verify visitors identification, distribute passes and escort visitors to their destination.
- Provide information and directions as may be required
- Patrol hallways
- Patrol lavatories
- Intervene in the event of disturbances and contact appropriate officials
- Assist in restraining persons engaged in disorderly conduct
- 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
- Work with police and rescue personnel with medical emergency situations
- Bring any fire hazards and building safety problems to the attention of the building administrator
- Alert building administrator about altercations/problems
- Report vandalism and unsecured areas to building administrator
- Perform other duties specific to security purposes as determined by site

Required training and required knowledge shall include:

- State certification
- Basic life support/AED
- Stop the Bleed/NARCAN
- Active Shooter/Bomb Threat
- School violence prevention and intervention training
- Site-specific training (minimum half-day initial training/ongoing/annual refresher), including review of all manuals (e.g., North Babylon School District Policies, School Safety Plan, Staff Handbook, etc.)
- Right-to-Know training

- Gang Awareness

Vital Educational Agency Information

North Babylon School District maintains the following listings regarding Vital Educational Agencies located within the North Babylon School District Supervisory District.

North Babylon School District Building and Staff Locations (see Appendix C) School District Enrollment (see Appendix D).

Early Detection of Potentially Violent Behaviors

Early detection of an anxiety state in a student may result in eliminating up to 85% of a potential crisis. Therefore, personnel involved with North Babylon School District students shall receive training on warning signs and symptoms of suicide and violent behavior.

- All new staff shall be trained in crisis prevention techniques within 30 days of hire.
- Retraining shall be made available through the North Babylon School District.
- All staff shall be trained in recognizing signs and symptoms of potential violence using warning signs and videos.
- Building administrators will coordinate training in conjunction with social workers, psychologists and guidance counselors.

In order to provide and maintain a safe and secure environment for all personnel, it is imperative to establish policies and procedures for annual school safety training. North Babylon School District shall implement a staff development program in order to assure that staff incorporates the necessary knowledge and skills to assure their own safety, as well as the safety of students and visitors. Training shall be implemented as follows:

- DASA: Dignity for All Students Act
- School violence prevention and intervention training including initial non-violent crisis intervention techniques and refresher courses
- Violence prevention training on regular conference days
- 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 North Babylon School District Board Policies related to safety and security
- Knowledge of the District Level & Building-Level Emergency Response Plans and specific roles related to plan
- Videos related to security and crisis situations
- Training in the use of security devices as needed

Dissemination of Information

- Each Building-Level Emergency Response Plan shall include mechanisms such as direct mailings, newsletters, meetings, open house presentations and counseling sessions for disseminating materials regarding early detection of potentially violent behaviors.
- Annual review of student handbook and Code of Conduct as early in the school year as practical.
- Review and explanation of policies and procedures for bomb threat drills, intruder drills and evacuation drills prior to actual drills.
- Classroom and/or assembly orientations on security and safety issues approximately twice per year.
- Nonviolent conflict resolution and peer mediation which are currently a part of the North Babylon Union Free School District safety culture will continue to be available as part of the Building-Level Plan.
- School safety programs through Police and Fire Departments, LIPA and LIRR and Use of School Resource Officer (SRO) as available.

Hazard Identification / Sites of Potential Emergencies

The District Level Emergency Response Plan requires each Building-Level Emergency Response Team to identify sites of potential emergencies, including both internal and external hazards, that may warrant protective actions such as the evacuation and sheltering of the school population.

It will be the responsibility of the building-level teams to determine sites of potential emergency situations. Sites shall include, but are not limited to:

- Airports
- Long Island Railroad facilities
- Highways & related thoroughfares
- Hazardous waste sites
- Areas prone to natural disasters
- Laboratory facilities

Response

Each building administrator shall establish an ongoing rapport with local law enforcement officials in order to develop appropriate safety and security policies and procedures.

Notification and Activation (Internal and External Communications)

In the event of a violent incident, personnel will notify the Main Office regarding the nature of the incident and the need to call 9-1-1 for law enforcement agencies. Office personnel will immediately contact the Building's Principal and/or designee, Central Office and call 9-1-1 if a building administrator cannot be immediately reached. If the Main Office is involved with the incident, the alternative site as designated within the Building-Level Emergency Response Plan will be utilized to call 9-1-1.

North Babylon School District recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each Emergency Response Plan, specifically addressing threats of violence, armed intruders, hostage/kidnapping, fire and

explosion, medical emergencies, natural hazards, system failure and weapons of mass destruction, etc. Each Building-Level Emergency Response Team will be responsible for reviewing and updating these responses and communicating them to students and staff.

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 may include telephone, fax/e-mail, district radio system, RAVE app, NOAA weather radio, intercom, local media, emergency alert system, cellular phones and others as deemed necessary. Appropriate notifications and methods will be determined by the District Emergency Response Team.

Contacting Other Educational Agencies

If a disaster occurs in a North Babylon School District facility, the administrator for that facility shall, at the earliest practical opportunity, notify the Superintendent of Schools about the disaster providing as much information as possible to help safeguard the students, faculty, staff and visitors. The North Babylon School District Superintendent of Schools will then contact all appropriate educational agencies within the supervisory area.

Contacting Parents / Guardians in the Event of a Violent Incident

Building administrators shall develop policies and procedures for contacting parents / guardians in the event of violent incidents and crisis situations. All procedures shall be in accordance with North Babylon School District's Code of Conduct and New York State Law and all anti-violence policies and procedures shall be presented to staff and students annually in a clear and concise format. When a student is involved in any violent situation, a parent or guardian shall be contacted.

In general, in the event of a violent incident or an early dismissal, parent/guardian notification will be conducted by means of emergency contacts established in each school building. However, in some cases it may be necessary to use other means, such as parent square or local media. Prior arrangements will be established with the appropriate media.

Implied or Direct Threats of Violence, Acts of Violence and Response Protocols

Each building shall develop a Building-Level Emergency Response Plan and shall provide instruction to students, staff and visitors to prepare them to respond to disaster and emergency situations in a practical way. It shall be the best standard operating procedure for staff to be familiar with Building-Level Emergency Plans to ensure each individual knows what to do in an emergency and how to do it should the need arise. Building-Level Emergency Response Plans shall identify potential sites of emergency including, but not limited to, buildings, grounds, buses, field trips and work sites and shall contain the following elements:

- Procedures for the safe evacuation of students, staff and visitors in the event of a serious violent incident or other emergency.
- Designation of an Emergency Response Team comprised of school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies; other appropriate incident response teams; and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident.
- Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, a District-Wide schematic or other maps of the school interior, school grounds and road maps of the immediate surrounding area.

- Establishment of internal and external communication systems in emergencies.
- Definition of the chain of command.
- Coordination of the Building-Level Emergency Response Plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident.
- Procedures for review and the conduct of drills and other exercises to test components of the Emergency Response Plan.
- Policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property.
- The implementation of the District Level Emergency Response Plan begins with the adoption of basic preventative measures prior to a crisis. All personnel shall practice these measures on a daily basis.
- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering.
- The building administrator or his/her designee should be notified immediately if anything looks suspicious.
- After opening the room, staff should close the door in the locked position, if possible.
- When leaving the room vacant, staff should lock and close the door.
- After school begins, all entrances should be locked, except those monitored or where access is controlled.
- All visitors must enter the school through the entrance with the security vestibule and obtain a visitor's pass and all visitor passes must be returned to the Main Office at the end of the visit.

All North Babylon School District employees have been trained in appropriate responses to emergencies including but not limited to bomb threats, hostage taking, intrusions and kidnapping, etc. Zero tolerance policies were considered and discussed at District-Wide Emergency Response Team and Code of Conduct meetings. The District-Wide Emergency Response team made the recommendation that zero tolerance policies will not be applicable to the North Babylon School District student population. Alternatively, student incidents will be handled on a case-by-case basis.

Emergency Assistance from Local Government

Depending on the nature of the emergency, North Babylon School District may need to obtain assistance from local government agencies. During an emergency, North Babylon School District will contact 9-1-1 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, fire department, local police, private industry groups and religious organizations, among others. These contacts will be clearly delineated in the Building-Level Emergency Response Plans. The current Emergency Management Directory will be utilized and is included in Appendix A.

Advice and Assistance from Local Government Officials

In the event that the Suffolk County Executive implements Article 2B of the Executive Law, (a Declaration of a State of Emergency) the District Superintendent of Schools or designee will obtain advice and assistance, as

necessary, from the Suffolk County Executive's office 631-853-4000 and the Suffolk County Emergency Management Office 631-852-4900.

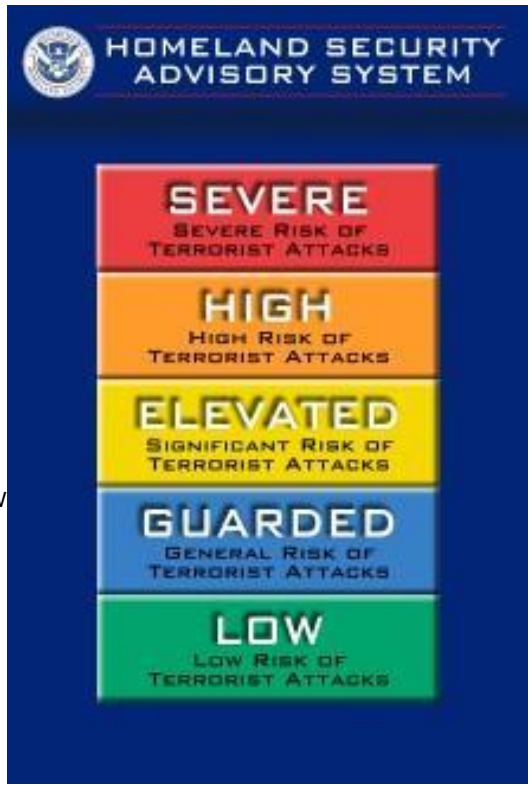
Crisis Kit

The crisis kits are school emergency bags that contain supplies that you may need during an emergency. Each building will have two crisis kits. In addition, there are three district level crisis kits. These are located in the Security Director's office and in each of the security vehicles. The kits will be inspected biannually (August and February) to ensure each kit is complete and up-to-date. The North Babylon School District crisis kits will contain the following items:

1. Copy of the Building School Safety Plan
2. Current yearbook
3. Complete student roster
4. Classroom, District-Wide and Emergency Telephone Directory
5. School floor plan (include location of shut off valves for alarms and water)
6. Master keys, properly labeled
7. Blank name tags
8. First aid kit
9. Barricade tape
10. Megaphone (with fresh batteries)
11. Whistle
12. Bell schedule
13. School bus routes
14. Neon safety vests
15. Notebooks
16. Pens/Markers
17. Box of latex gloves
18. Duct tape
19. Flashlight (with fresh batteries)

Risk Levels

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



Level Red – Severe Risk

R1 - Closed school before opening

R2 - Closed school while in session

R3 - Lockdown

R4 - Short-term Shelter In Place

R5 - Transfer to alternate location or emergency shelter

Level Orange – High Risk

01 - Complete 02 and activate Lockout procedures

02 - Complete Level Yellow, limit access to facilities; Review building use permits and evaluate field trips

Level Yellow – Elevated Risk

Review building use permits

Confer with authorities doe further action

Level Blue – Guarded Risk

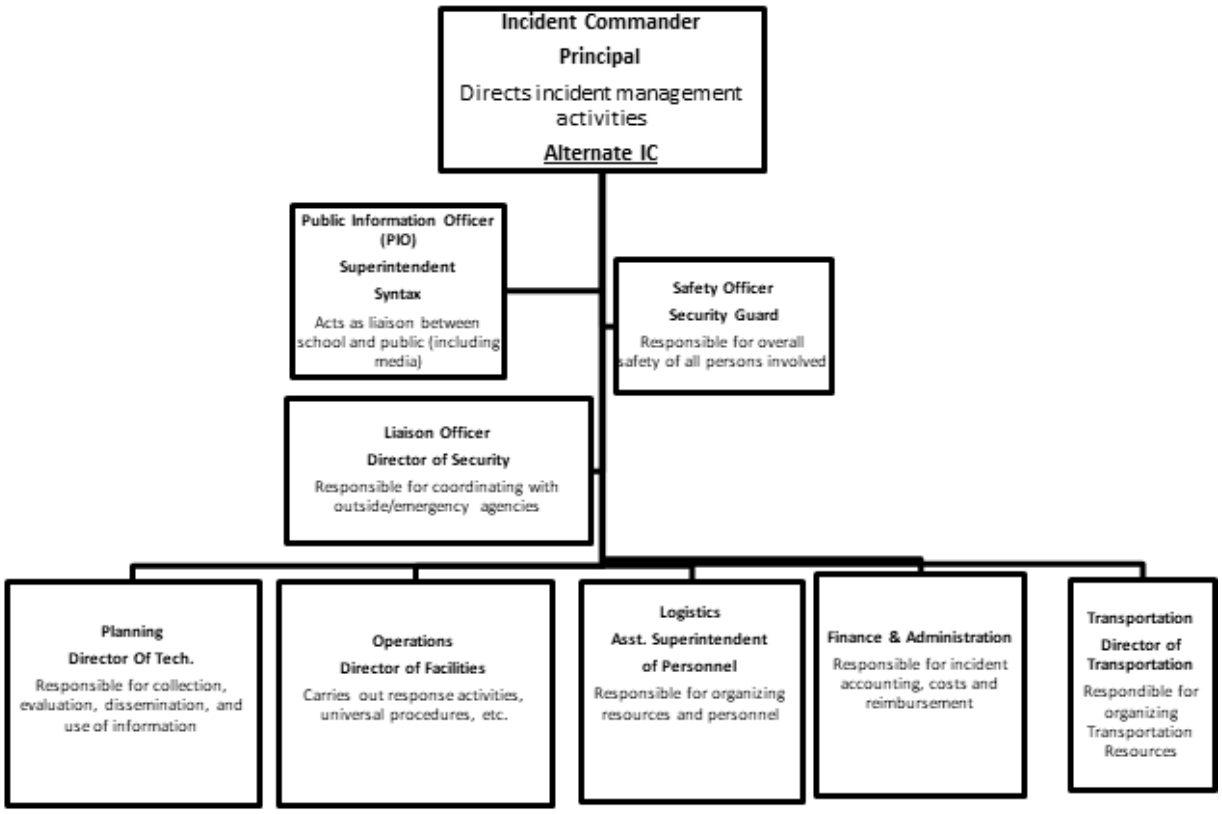
Restrict parking and increase surveillance

Level Green – Low Risk

Normal Operations

Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school jurisdiction. The Incident Commander will establish the Incident Command Post (ICP) and provide an assessment of the situation to the emergency responder, identify incident management resources required and direct the on scene incident management activities from the ICP.



Shelter-in-Place

Means keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

The Shelter-in-Place Plan is used to shelter students and staff inside the building.

- Listen for instructions about the situation and your actions.
- Students in hallways should return to the assigned classroom, if possible.
- Classroom teachers should take attendance.
- All other staff assists students, as needed.
- Move away from windows, if the situation warrants.
- If instructed, move out of the classroom to a designated safe area. Stay together at all times.
- Take attendance.
- Listen for updates.

Hold-in-Place

Means the restriction of movement of students and staff within the building while dealing with short term emergencies.

Hold-in-Place will be implemented if there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement is limited, a "Hold-in-Place" may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

- Listen for instructions about the situation and your actions.
- Students in hallways should return to the assigned classroom, if possible.
- Classroom teachers should take attendance.
- All other staff assists students, as needed.
- Listen for updates.

Evacuation

Means to move students for their protection from a school building to a predetermined location in response to an emergency.

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, carbon monoxide, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger. BE ADVISED - Each building has in place an updated, detailed and specific evacuation plan which is specific to their location. The plans are routinely reviewed, updated and practiced.

- Communicate the need to evacuate the building or a specific area of the building to the building staff and other occupants by activating the fire alarm and/or by a Public Address (PA) System or bullhorn.
- Upon hearing the evacuation signal on the intercom or phone, staff and students are to immediately leave their building according to the Fire Exit Plan, unless informed otherwise.
- Staff and students are to walk to the right of the corridor in a single file with minimum talking.
- Students are to remain together in designated areas outside the building. Staff members are responsible for supervision of students and taking attendance, to ensure all students are accounted for and removed from the building.
- The school nurse will inform the Director of School Safety of all permanently disabled students. The Director of School Safety will inform the guards the students' needs and inform them of evacuation routes and safe room areas.
    - In the event of an emergency, the security guard along with the student's aide will safely remove the child from the building.
    - In the event they cannot remove the student from the building, they are to bring the student to the designated safe room/area until emergency responders arrive.
- Proceed to off-site locations.
- Notify all assembly areas to evacuate to an off-site location.
- Method of Travel: students, faculty and staff will travel off-site by way of school buses, if possible.
- Take attendance when safe to do so.
- No students or staff shall return to school buildings or grounds until advised to do so by the Incident Commander or appropriate officials.
- The Incident Commander will make the decision when it is safe to return to the building.

- In the event that emergency response services (police, fire, EMS) are called, the Incident Commander may transfer incident command to the appropriate authority, who will then make the decision to allow students and staff to return to the building or grounds.

Secure Lockout

Secure lockout means students and staff remain inside locked and secured school buildings during incidents that pose an imminent concern outside the school.

This is a procedure which allows the school to continue with the school day inside, curtails outside activity and allows no unauthorized personnel into the building. The lockout plan will be implemented when an incident is occurring OUTSIDE the school building. Examples of incidents may include a bank robbery or other police activity in the immediate area. Steps such as curtailed movement within a building may be implemented depending on intelligence received or the assessment of the situation.

- Secure Lockout may be announced by intercom, Public Address (PA) System, RAVE app, or otherwise. (Do not use codes, colors or cards).
- All outdoor activities shall cease and be immediately moved indoors (i.e., gym classes, playground, etc.).
- Normal activity will continue within the building (unless directed otherwise).
- Leave blinds/lights as they are, unless directed.
- Take attendance when safe to do so.
- Do not respond to the fire alarm unless actual signs of fire are observed or an announcement is made.
- Report any suspicious activity observed either indoors or outdoors to the Main Office.
- A lockout will be lifted when notification is made by administration. Activate Annex(es) appropriate to respond to the situation.
- If any parents/guardians call the school, advise them not to proceed to the facility at this time, as they will not be allowed in until the situation is cleared by the police.
- Central Office will send out a parent/guardian link message to staff and the community.
- Administration, District Safety Committee and the Building Safety Team will critique the operation upon conclusion of the incident.

Lockdown

Means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort.

In certain critical situations, it may be determined that the safest place for the students, staff and other occupants is inside the building. The Lockdown procedure is initiated during incidents that pose an immediate threat of violence in or around the school.

- Anyone can call a Lockdown – call 911 and the Superintendent of Schools' Office.
- Where possible a Lockdown will be announced by intercom, Public Address (PA) System, RAVE app or otherwise. (Do not use codes, colors or cards).

- Bring students into secure areas.
- Notify staff and students outside to evacuate and/or clear the grounds.
- Check the immediate area for students, i.e. bathrooms, halls, etc.
- Close and lock doors/windows (do not cover doors/windows), keep blinds open and lights on.
- Teachers and students should be out of sight of windows and doors (preferably against the wall adjacent to a door).
- Do not respond to unconfirmed alarms or bells, everyone must remain silent.
- Do not respond via the Public Address (PA) system or other announcements.
- Do not answer or communicate through your door or classroom phone.
- Silence cell phones and limit use to only relay pertinent information to 911 (i.e., description/location of active shooter/victim injuries).
- Allow no one to leave the room once it is secure.
- Take attendance and record missing/extra children.
- Remain in lockdown until physically released by law enforcement.
- Mobilize the Crisis Response Team.
- Lockdown will only end upon physical release from the room or secured area by law enforcement.

Crime Scene Management

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remains as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence:

- Ensure your personal safety first, then if possible, formulate a plan and make mental notes.
- Evaluate the severity of the situation; call 911 if appropriate.
- Identify involved parties.
- Be aware of weapons, hazards and potential evidence.
- Don't touch anything unless absolutely necessary to preserve safety.
- Clear away uninvolved people.
- Establish a perimeter that prevents people from entering the potential crime scene.
- Safeguard the scene—limit and document any people entering the area.
- Do not use phones or bathrooms within the crime scene area.
- Do not eat, drink or smoke in the crime scene area.

- Call 911 (if not already called or police are not on scene).
- Write down your observations as soon as it is safe to do so.
- Record detailed information—don't rely on your memory.
- Notes will aid first responders upon arrival and could be utilized in court.
- Take good notes, such as: time, date, people at scene, weather, doors open or closed, lights on or off and the position of furniture.
- Be prepared to provide your notes and information to the police.

Communications

The North Babylon School District has established policies and procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents/guardians, the school community and the media.

Types of Communications

Communication Between School and Emergency Responders

The School will contact and maintain communications with emergency responders during an incident. The School Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication platform to notify the Principal of the school's status and needs. The school and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

Internal Communications

The North Babylon School District has identified Superintendent of Schools Kenneth Graham as the Public Information Officer and PR Syntax as his alternate. For the building-level the school Principal will be the internal spokesperson. The Superintendent of Schools will help create the policies and plans for communicating emergency information internally and to the public. The Superintendent of Schools will help establish alternative means to provide information in the event of a power failure. The Superintendent of Schools will also develop materials for use in the media briefings, act as contact for emergency responders and assist in coordination of media communications. The Superintendent of Schools will provide a phone number, website or recorded hotline where parents/guardians can receive updated incident information and inform parents/guardians and students when and where school will resume.

After the incident school administrators will schedule and attend an open question and answer meeting for parents/guardians as soon as possible.

Communication with the Media

In the event of an incident, the School Incident Commander or the Emergency Responder Incident Commander will coordinate with the Superintendent of Schools and /or participate in a joint effort to:

1. Establish a media site and reception area away from the school and any established Incident Command Post, Evacuation site or Reunification site.

2. Determine a media location for a low-impact event (such as a water main break) and high-impact event (such as an active shooter incident).

3. Provide regular updates to the media and school community.

4. Once Incident Command is transferred to emergency response authorities, so will PIO functions be transferred to the ICS PIO.

5. Note: Only provide information that has been approved to be released by the Incident Commander in charge.

Medical Emergency

Sequential Response Action

1. Individuals first on scene will assess the situation and contact 911 immediately if an ambulance is needed.

2. Check the area surrounding the victim to make sure there is no additional danger (i.e, fire or live electric), then check and evaluate the condition of the aided.

3. Call - If alone, utilize communication available (cell phone, radio) to call for help. If possible, send someone for help if there is no communication available. Utilize radios within the building to contact the nurse. Call 911, local fire department, security and building administrator. Attempt to gather as many details as possible to pass along to the emergency personnel.

4. Care - Begin to care for the victim in a manner within your capabilities. If necessary, send for the nearest AED device. Do not move the victim unless absolutely necessary.

5. Have security or an available adult wait in front of the building in order to direct the emergency responders to the scene.

6. Keep the areas clear of bystanders in order to expedite the arrival of the emergency personnel and the care of the victim.

7. The Principal or their designee should ascertain the circumstances of the incident and commence the investigation if injury was on school property.

8. The Principal, nurse or other qualified person should be the only employees in each building to administer Epi-Pens for students/staff.

Accounting for All Persons

The purpose of this procedure is to develop actions to account for the whereabouts and well-being of students, staff and visitors and to identify those who may be missing.

The Building-Level Safety Team should consider the following when reviewing current or revising their procedures:

- Taking attendance and reporting to the Incident Commander when class relocates inside the building or an evacuation takes place.

- Reporting to the Incident Commander when a student, staff member or guest cannot be accounted for.

- Dismissal of students if they have been relocated in the building.

Reunification

The Reunification Plan is a safe and secure means of reuniting parents/guardians with their children in the event of an emergency.

- Each Principal should pre-designate two (2) reunification sites (a primary and a secondary site).
- The Principal will designate a Reunification Coordinator.
- The Principal will designate a holding area for arriving students and waiting family members.
- Principals will ensure students remain on buses or in a holding area separate from parents/guardians until they can be signed out to waiting parents/guardians.
- Principals will ensure the student release form is filled out by parent/guardian when releasing a student.
- Instruct parents/guardians to leave the site to make room for other's once they have properly signed out their child.
- The Principal will maintain a current student and staff emergency information list that details special needs, such as medical or custody issues.

Active Shooter Threat

An active shooter or armed assailant on school property involves one or more individuals acting with the intent to cause physical harm and/or death to students and staff. There isn't always a reason or method for the selection of victims. Such intruders may possess a gun, a knife, a bomb or other harmful device.

An active shooter will result in law enforcement responding to the scene. Once law enforcement arrives, it is crucial to follow the instructions of and cooperate with law enforcement. The school is a crime scene and will require a thorough search and processing. District Emergency Response procedures will be implemented to alert and protect students and staff.

Activating the Emergency Response Plan

The first individual(s) to hear or witness shots fired or recognize the potential for an active shooter should activate the ERP immediately, taking the necessary response actions to keep everyone safe. Notifications to the Main Office and to 911 should be made if possible. Upon notification, the Principal will assume the role of Incident Commander. Appropriate announcements shall be made and the Incident Commander shall implement the procedures specified in this plan.

Incident Commander Actions

- Determine what procedures should be activated depending on the location and nature of the shooter.
- Issue instructions, (i.e.. lockdown or evacuation) depending on the situation.
- Notify law enforcement; provide location and description of the shooter, if possible.
- Notify school buses to not enter the school grounds.
- Coordinate with emergency responders at the command post; provide site map and keys.
- Be available to deal with the media and bystanders and keep the site clear of visitors.

- Implement the appropriate response procedures to keep students safe, including appropriate cover for your protection.
- Make appropriate notifications; provide description and location of the shooter, if possible.
- When law enforcement arrives, ensure everyone puts items down, raises their hands and spreads their fingers, keeps hands visible at all times and avoids making quick movements, screaming or yelling.
- When safe to do so and instructed by the Incident Commander, implement Accounting for All Persons and Reunification Annexes.

Functional annexes that may be activated in the event of an active shooter on campus may include the following:

- Lockdown
- Lockout
- Evacuation
- Accounting for All Persons
- Reunification
- Communications
- Medical Emergency

In most cases, the primary functional annex will be a lock down, those in large areas (cafeteria, gym) which are difficult to secure or have many egress points, should consider the following options:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Don't restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Barricade the door with heavy furniture
- Remain silent and turn down cell phones
- If there is an accessible escape path, attempt to evacuate the premises
- Leave your belongings behind
- Help others escape, whenever possible
- Prevent others from entering an area where an active shooter is present
- Follow instructions from the Police

- If evacuation and hiding are not possible, remain calm, call 911 and leave the line open to allow dispatch to listen

As a last resort and only when life is in imminent danger, attempt to disrupt and/or incapacitate the threat by:

- Acting as aggressively as possible against assailant
- Yelling
- Committing to your actions

When Law Enforcement Arrives

- Put any items you have down
- Raise your hands and spread your fingers
- Avoid making sudden movements
- Avoid pointing and yelling

Recognizing Potential Workplace Violence

An active shooter may be a current or former employee or an acquaintance. Observant personnel may notice characteristics of potentially violent behavior in an employee. Alert your supervisor or security if you observe potential violent behavior.

On September 6, 2023, Governor Hochul signed into law Chapter 351 of the Laws of 2023 (S1746/A1120), amending the Workplace Violence Prevention Law (Section 27-b of Labor Law), to extend coverage to public school districts, charter schools, and boards of cooperative educational services (BOCES) which were previously exempted. These changes became effective January 4, 2024, (120 days after becoming law). Please refer to the timeline below regarding implementation deadlines:

1. The Employer's Policy Statement must be completed within 30 days of the law going into effect (February 3, 2024).
2. The workplace risk evaluation and determination must be completed within 60 days of the law going into effect (March 4, 2024).
3. The workplace violence prevention program must be completed within 75 days of the law going into effect (March 19, 2024).
4. Employers must be in full compliance with the regulations within 120 days of the law going into effect (May 3, 2024).

Common Characteristics of Potential Violent Employees

- Argumentative
- Depression
- Frequently absent
- Mood swings
- Complains of problems with home/family

- Lack of hygiene
- Combative behaviors

Intruder / Trespasser

An intruder on school property involves one or more individuals who may be acting with the intent to cause physical harm to students and staff. Such intruders may present a threat to the safety of the school. An intruder will result in law enforcement responding to the scene.

- The first person to recognize an intruder should activate the Emergency Response Plan, notify the Main Office and call 911 if possible.
- The Principal or their designee will act as the Incident Commander and will implement the appropriate annex. Always assume an intruder is armed and dangerous.
- The Incident Commander will call the Police (if not already notified), provide location, description and any other information needed.
- Incident Commander will notify school buses not to enter school grounds.
- The Principal or their designee will assess the situation and initiate a lockdown if necessary based on the assumption of danger. An immediate notification will be made to the Superintendent of Schools and the Director of School Safety. Follow steps for lockdown procedure.
- Upon arrival of the Police Department, attempts will be made to identify the intruder/trespasser.
- Security will not attempt to overtake or negotiate with the assailant.
- The staff will comply with all instructions and take appropriate action to keep students safe.

Hostage Situation

Sequential Response Actions:

A hostage situation is an event when a person is physically detained against their will and is in immediate danger. The best option is to slow the situation down by isolating and containing the person and notify the Police Department.

- Upon notification of a hostage situation, call 911 and initiate Lockdown procedures.
- Building administrators notify the Superintendent of Schools and Director of School Safety.
- If it is you: Remain calm and comply with the demands of the hostage taker.
- Be observant of your surroundings (doors/windows).
- Speak only when spoken to, avoid statements that could antagonize.
- If the police enter, go to the ground if possible and do not move.
- Use time to de-escalate the situation.
- As a last resort, know your options should the situation deteriorate (fight or flight).

Fire Emergency

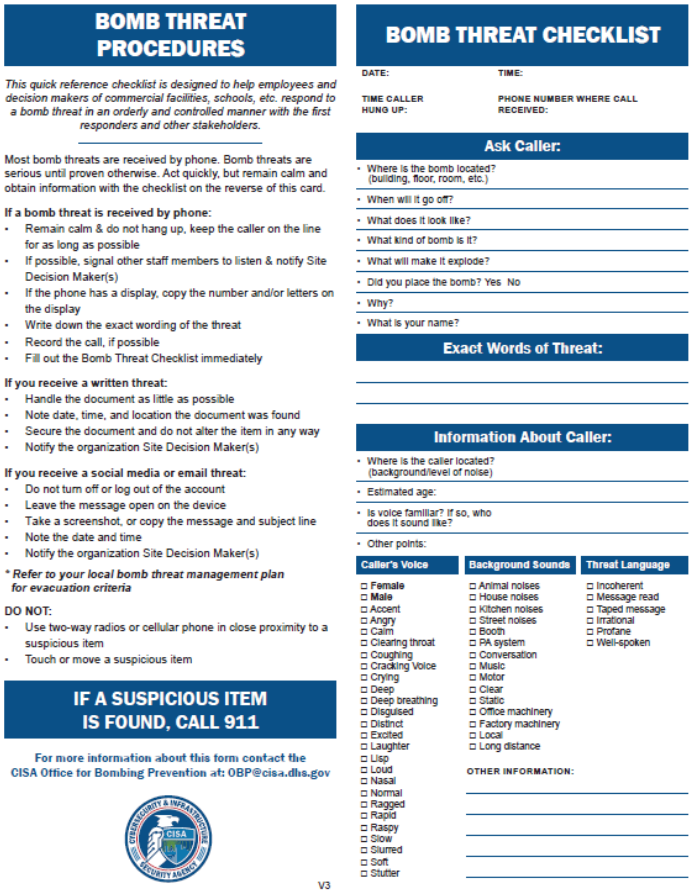
Sequential Response Actions:

- Upon the discovery of a smoke or fire in a facility, the Principal or their designee should sound the building fire alarm immediately and notify the local Fire Department.
- The Principal or their designee should begin evacuation of the facility in accordance with established Emergency Evacuation Plans.
- If alarms sound automatically, the Custodian Supervisor will check the fire panel to determine the location and inform the Fire Department.
- The Director of School Safety will respond to secure the premise and direct emergency personnel at the property entrances. The Custodian Supervisor will notify the Director of Facilities. The Building Principal will notify the Superintendent of Schools.
- The Principal will initiate accountability procedures to determine if any staff or students are injured or missing. Do not permit students to leave the group after attendance has been taken.
- The Principal will consult with the Fire Department to determine whether to resume, curtail or cease building operations. The Principal will contact the Superintendent of Schools to establish what procedures to follow regarding the staff, students and parents/guardians.
- The decision to reoccupy the building can only be made by the Fire Chief on scene. In the event of a false alarm, clearance by a fire official is necessary prior to reentering the building. Do not silence the alarm prior to the arrival of the Fire Department.

Bomb Threat

Sequential Response Actions:

- Upon receipt of a bomb threat, utilize the response form. Listen for identifying speech characteristics (i.e., male/female, young/old, etc), fill out the response form as complete as possible. If the threat is written, do not touch and refer to secure crime scene protocol. Incident Commander conducts an immediate threat assessment and determines the need to Evacuate or Shelter-in-Place.
- Bomb threats may also take the form of handwritten notes on paper, walls, bathrooms stalls, etc. This protocol should be followed as well.
- Notify the Superintendent of Schools, Director of School Safety and Building Administrator.
- The Principal, Building Administrator or designee will notify 911 via landline. Do not use radios or cellphones to transmit a message.



BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:
- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

If you receive a written threat:
- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:
- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

** Refer to your local bomb threat management plan for evacuation criteria*

DO NOT:
- Use two-way radios or cellular phone in close proximity to a suspicious item
- Touch or move a suspicious item

IF A SUSPICIOUS ITEM IS FOUND, CALL 911

For more information about this form contact the CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov

V3

BOMB THREAT CHECKLIST

DATE: TIME:

TIME CALLER HUNG UP: PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:
- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:
- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ Female	☐ Animal noises	☐ Incoherent
☐ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking Voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud		
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

OTHER INFORMATION:

- If a suspicious package is confirmed, do not touch it and clear the area.
- Subsequent to a threat assessment being conducted, the Principal will direct staff, students and visitors to evacuate via the closest exits.
- The Director of School Safety will coordinate with responding police, fire and security guards to conduct a search of the building. Security will not enter the building until police/fire personnel arrive.
- The Fire Department will respond to a pre-designated mobilization point and await further direction from the Police Department. The Head Custodian will be responsible for guiding the Fire Department to the appropriate area of the building, if needed.
- When Police Department personnel and the Director of School Safety complete a search, they will report their results to the Superintendent of Schools. The Superintendent of Schools will have the final determination.
- When the "All Clear" is given by the Principal or their designee, instruct the staff and students to report back to their classrooms and conduct an attendance check.

https://www.cisa.gov/sites/default/files/publications/Bomb-Threat-Procedure-Checklist.pdf (above)

Explosion

Sequential Response Action:

- Upon the occurrence of an explosion in a facility, notify the local fire and police emergency services unit via 911. Institute the ICS.
- Be aware that it is not unusual for the initial explosion to be followed by a secondary explosion. This is possible for both man-made and natural incidents.
- Initiate Evacuation Plan or Shelter Plan as necessary. Evacuate to at least 1,000 feet.
- If there are injuries, commence Medical Emergency procedures.
- Notify the following individuals: Superintendent of Schools, Principal, Clerical, Custodian, Support Staff, Security and Central Office Administration.
- Initiate accountability to determine if any students, staff or visitors are injured or missing. Do not allow students to leave until all are accounted for.
- Upon arrival, inform the emergency personnel of the situation.
- Resume, curtail or cease building operations as advised by the Fire Department officials.

Unattended / Suspicious Article

Purpose

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of an Unattended or Suspicious Article.

Scope

The annex outlines responsibilities and duties, as well as procedures for staff responding to an Unattended or Suspicious Article in a school building or on school grounds.

Unattended Article

Any article (including packages, parcel, containers or other baggage), whose contents are undermined or not immediately discernible from the outward appearance of the item.

Suspicious Article

An item identified as potentially containing explosives or other hazardous materials. Articulable information that would upgrade an unattended item to suspicious item would be:

- Unusual labeling such as excessive postage
- Misspelled common words
- No return address or strange return address
- Restrictive marking such as "Personal, "Confidential," or "Do Not X-ray"
- Lopsided, uneven, rigid or bulky, strange order, powdery substances, ticking sound, wires protruding or exposed aluminum foil

Core Functions

In the event of becoming aware of an unattended or suspicious article found in a school or on school grounds, the school will contact the Director of School Safety and the Superintendent of Schools for their assistance. Practiced procedures will be put into action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

Functional Annexes That May Be Activated

Functional Annexes that may be activated in the event of an unattended or suspicious article on campus may include the following:

- Shelter-in-Place
- Evacuation
- Lockdown
- Accounting for All Persons
- Reunification
- Communications

Activating the Emergency Response Plan

Individual(s) discovering an unattended or suspicious article should notify the Incident Commander as soon as possible. Appropriate announcements shall be made and the incident Commander shall implement the procedures specified in this annex. The Incident Commander will notify the Director of School Safety and the Superintendent of Schools.

Incident Commander Actions

- Determine what procedures should be activated depending on the nature of the threat.
- Issue instructions (i.e., Shelter-in-Place or Evacuation) depending on the situation.

- Notify law enforcement and provide threat details.
- Activate Communications annex.
- Coordinate with emergency responders at the command post; provide a site map and keys.
- Be available to deal with the media and bystanders and keep the site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.
- Determine whether school will be closed or remain open.

Staff Actions

- Implement the appropriate response procedures to keep students safe.
- Police may enlist the assistance of school staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Do not touch or handle any suspicious object, bag or container.
- When safe to do so and instructed by the Incident Commander, implement Accounting for All Persons and Reunification Annexes.

Actions of Individual Discovering an Unattended or Suspicious Article

- Immediately notify the Incident Commander.
- Do not use cell phones or portable radios.
- Keep from handling any unattended or suspicious article.
- Secure the scene.

Hazardous Material Incidents

Sequential Response Actions:

- Upon discovery or detection of any spill of a hazardous material, petroleum or chemical product, the Principal or Director of Facilities will notify 911 and the North Babylon Fire Department.
- Consider all suspected hazardous materials dangerous and do not handle or attempt to remove.
- The Principal or Director of Facilities will notify the following: Superintendent of Schools, Director of School Safety and Custodial Support Staff at the specific location where the incident is occurring.
- Fire Department officials and administrators will evaluate the problem and notify the New York State DEC spill hotline at 1 800-457-7362, if appropriate.
- Security will establish a minimum "Frozen Area" of at least 350 feet.
- Extreme caution should be used with any suspected hazardous materials situation. Reroute evacuees away.
- Keep vehicle and pedestrian traffic from "Frozen Areas."

- Restrict entry to only those properly trained and equipped, except when absolutely necessary to save life.
- Cooperate with other responding agencies.
- Based on the advice of the Fire Department, curtail or cease building operations. In the event of Shelter-in-Place recommendation, close all outside air intakes and stop all outside activities.
  After conferring with the Fire Department and environmental officials, resume normal operations or initiate off-campus shelter or "Go Home" plan. Ensure the evacuation route does not go through the spill area.
- Do not evacuate down wind and keep in mind safety first.

Re-Occupancy of a School Building

After a building has been cleared by law enforcement or Fire Department personnel, the Building Administrator or designee shall be responsible for making the decision to re-enter the school building. Based upon information received, one of three decisions shall be considered by the Building Administrator:

1. Reoccupy the building and resume classes
2. Relocate the building occupants to another facility (sheltering), or
3. Activate the plan for early dismissal

Disaster/Inclement Weather

Disaster means occurrence or imminent threat of widespread or severe damage, illness, injury, or loss of life or property resulting from any [natural or manmade causes] incident, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, communicable disease outbreak, war or civil disturbance.

In cases of a disaster, the following plan will be implemented:

- The Superintendent of Schools or their Designee will monitor the local and National Weather Service stations. Delays and closings will be posted accordingly.
- The Superintendent of Schools will convene the District's Emergency Management Team to include Assistant Superintendent for Business, Director of Transportation, Director of Facilities and Director of School Safety.
- The Superintendent of Schools will initiate protocols regarding the possibility of the District's activation of the "Early Dismissal" or "Shelter-in-Place".
- The Superintendent of Schools or their Designee will contact the Director of Facilities regarding the possibility of having to activate the building for emergency shelters.
- The Assistant Superintendent for Business will assess the road conditions prior to activating the "Early Dismissal" or Shelter-in-Place" Plan and make the final decision.
- Curtail all outside activities.
- Earthquake protocol in building: drop, cover and hold. If outside, move to an area clear of buildings and trees.

- Continue to monitor weather conditions, weather alerts and local radios stations. When "warning" is rescinded or it is deemed safe, organize to resume normal activities.
- If buildings have sustained damage, notify your Building Custodian and Security Department.
- The Superintendent of Schools activates the phone notification system for staff and students.
- The Superintendent of Schools initiates media notification.
- See Appendix F for the Remote Instruction Plan.

School Bus Accident

If a school bus is in an accident while carrying students, the following procedure will be followed:

- The school bus driver will immediately pull to a safe area of the road and render first aid to any injured students.
- The bus driver will notify dispatch. Dispatch will call 911, Assistant Superintendent for Business, School Principal and the Director of School Safety.
- The building Principal will notify the school nurse and request his/her response to the scene as needed.
- The bus driver will wait for the police and have a student seating chart prepared. The bus driver will ensure a Police Accident Report is prepared.
- The Transportation Supervisor and/or Transportation Assistant and the Director of School Safety will respond to the scene. When necessary, the School Nurse will respond to the scene. The Transportation Supervisor or Assistant will report to Dispatch as to the extent of injuries and whether or not another bus needs to be sent to transport students. The Transportation Supervisor will inform Dispatch if any injuries have occurred and which hospital the students will be transported to.
- The Transportation Supervisor or Assistant will notify Dispatch to transport non-injured students home or to another location.
- Dispatch will notify the Assistant Superintendent for Business and School Principal of all information obtained.
- The Principal will have parents notified of the incident and disseminate any information they will need (i.e, injuries, hospitals or pick up location).
- The Director of Transportation will notify Dispatch to send a bus to transport non injured students to a safe location.
- The Director of Transportation will critique the occurrence and retrain the Bus Operator as appropriate.

Emotional Crisis Response

Educators play a critical role in the success of students, not just academically, but socially and emotionally as well. Knowing how to recognize the signs of a crisis, emotional trauma and other related mental issues is critical.

You Should Know

- Warning signs for mental health problems

- Who to turn to any administrative staff, such as the Principal, school nurse, school psychologist or school social worker, if you have any concerns about a student's behavior.
- How to access crisis support and other mental health services

What Educators Should Look For in Student's Behavior

Consult with a school counselor, nurse or administrator and the parents/guardians if you observe one or more of the following behaviors:

- Feeling very sad or withdrawn for more than two weeks
- Seriously trying to harm oneself or making plans to do so
- Sudden overwhelming fear for no reason, sometimes with a racing heart or fast breathing
- Involvement in many fights or desire to badly hurt others
- Severe out-of-control behavior that can hurt oneself or others
- Not eating, throwing up or using drugs to lose weight
- Intense worries or fears that get in the way of daily actives
- Repeated use of drugs and/or alcohol
- Severe mood swings that cause problems in relationships
- Drastic changes in the students personality

What Educators Can Do in Classrooms and Schools

You can support the mental health of all students in your classroom and school, not just individual students who may exhibit behavioral issues. Consider the following actions:

- Educate staff, parents/guardians and students on symptoms and help for mental health problems
- Promote social and emotional competency and build resilience
- Help ensure a positive and safe school environment
- Teach and reinforce positive behaviors and decision making
- Encourage helping others
- Encourage good physical health
- Help ensure access to school based mental health supports

Developing Effective School Mental Health Programs

Efforts to care for the emotional well-being of children and youth can extend beyond the classroom and in the entire school. School based mental health programs can focus on promoting mental wellness, preventing mental problems and providing treatment.

Effective Programs

- Promote the healthy social and emotional development of all children and youth.

- Recognize when young people are at risk for or are experiencing mental health problems.
- Identify how to intervene early and appropriately when there are problems.

APPENDIX A

Emergency Management Directory

Organization Name	Phone Number
Suffolk County Emergency Management Office	(631) 852-4920
Suffolk County Police Headquarters	(631) 852-6000
Suffolk County 1st Precinct	(631) 854-8100
Suffolk Sheriff's Department	(631) 852-2205
New York State Police (Troop L)	(631) 756-3300
New York State Park Police	(631) 321-3700
North Babylon Fire Department	(631) 669-0419
Babylon Town Public Safety Management Office	(631)957-4250
Suffolk County Fire Rescue & Emergency Services	(631) 924-5252
NYS Emergency Office Hauppauge	(631) 952-6322
Federal Emergency Management Office (FEMA)	(212) 680-3600
Red Cross	(631) 924-6911
Suffolk County Social Services	(631) 854-9700
Western Suffolk BOCES	(631) 549-4900
Eastern Suffolk BOCES	(631) 289-2200
New York State Department of Health	1 800 458-1158
Suffolk County Response Crisis Hotline 24/7	(631) 751-7500

APPENDIX B

Central Office and District Administrators

Title	Name	Office Phone
Superintendent of Schools	Kenneth Graham, Ed.D.	7011
Assistant Superintendent for Business and Operations	Olivia Buatsi	7025
Assistant Supt. for Personnel & Educational Operations	Barbara Butler	7016
Assistant Superintendent of PPS & Special Education	Laurie Melesh	7060
Principal – North Babylon High School	Jonathan Klomp	7120
Assistant Principal – NBHS	Colleen Cafiso	7110
Assistant Principal – NBHS	Colleen Ligonde	7110
Assistant Principal – NBHS	Jeff Raymond	7110
Principal – Robert Moses Middle School	Stephanie Hasandras	7305
Assistant Principal – RMMS	Daniel Cassagne	7310
Assistant Principal – RMMS	Tim Rodgers	7320
Principal – Belmont Elementary	Valerie Jackson	7505
Principal – Marion G. Vedder Elementary	Kerry Larke	7605
Principal – Parliament Place Elementary	Drew Olson	7905
Principal – William E. DeLuca Elementary	Vincent Fantuzzi	7705
Principal – Woods Road Elementary	Celeste Archer	7805
Coordinator of Elementary Curriculum & Instruction (P-5)	Jackie Kane	7044
Coordinator of Elementary Special Education (P-5)	Courtney Lazurus	7060
Coordinator of ENL, World Language & Bilingual Programs (K-12)	Nick Pei	7044
Coordinator of Secondary ELA, Reading & Library (6-12)	Charles Schulz	7044
Coordinator of Secondary Mathematics & Business (6-12)	Amy Michalopoulos	7044
Coordinator of Secondary Science, Technology, and FCS (6-12)	Jill Johanson	7044
Coordinator of Secondary Special Education (6-12)	Alyssa Imhof	7060
Coordinator of Secondary Social Studies & Social Sciences (6-12)	Eliot Lewin	7044
Director of Facilities	William Dworsak	7050
Director of Fine & Performing Arts	Elizabeth O'Brien	7043
Director of PE, Health, Recreation and Athletics	Jason Friesen	7051
Director of School Lunch	Danica Meehan	7032
Director of School Safety	Michael Colwell	7211
Director of Technology & Student Data Services	Dan Rose	7038
Transportation Supervisor	Allen Miller	7070
Attorney for NBUFSD	Guercio & Guercio	516-694-3000

APPENDIX C - Communicable Disease: Pandemic Plan

Continuity of Operations Plan During Public Health Communicable Disease Emergency

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Continuity of Operations Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a dynamic plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building-level through the Building-Level Emergency Response Team. Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans substantially consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. This Continuity of Operations Plan (Plan) addresses the required components of these laws.

Prevention / Mitigation of Communicable Disease

- North Babylon School District will work closely with the Suffolk County Department of Health to determine the need for the activation of our plan. The following procedures will be adhered to by the school nurses for continued reporting of communicable disease and communicating with the local Health Department:
    - Report suspected and confirmed cases of listed communicable diseases on the monthly school's Communicable Disease Report, (DMS-485.7/93; HE-112.4/81) and submit to: Suffolk County Department of Health Services, 3500 Sunrise Highway, Suite 124, P.O. Box 9006, Great River, New York 11739-9006, telephone number (631) 854-0333.
    - After hours urgent Public Health issues can be reported to (631) 852-4820.
- The Suffolk County Department of Health will monitor County-Wide cases of communicable disease and inform school districts as to appropriate actions.
- The District Physician will help coordinate our pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The Agency Supervising Nurse and nursing staff will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification), the District's Director of Technology will also be an important team member. Many of the Agencies Directors, Administrators and Program Coordinators will also be vital to the planning effort, including business services, facilities and food services. Other non-traditional individuals will also be required to be part of the team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the plan. The CDC School District Pandemic Influenza Planning Checklist was reviewed on December 11,

2020 for this determination and has considered issues related to Planning and Coordination, Continuity of Student Learning, Core Operations, Infection Control Policies and Procedures and Communication.

- The School District will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials, Cover Your Cough Materials, It's a SNAP Toolkit and the NSF Scrub Clean, which can all be accessed at http://www.cdc.gov/flu/school/.

- We will educate and provide information to parents/guardians, staff and students about our Continuity of Operations Plan and about how to make an informed decision to stay home when ill. We will utilize our website, social media postings, email and take-home pamphlets for this purpose.

Each public employer in the state of New York shall prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. The following sections detail North Babylon School District's Continuity of Operations Plan.

Essential Positions / Titles

In the event of a government ordered reduction of in-person workforce or shutdown, we have prepared a plan for workers during a public health emergency. As part of our planning, we have considered who would be designated as an essential worker, that is, who is required to be physically present at our work site to perform their job duties that allow us to continue to operate and maintain a safe and healthy working facility.

The following table addresses the identification of essential personnel:

Essential Positions to Report to Work In-Person	
Title	Description
Superintendent of Schools	Responsible for the overall operations of the school district
Assistant Superintendent	Responsible for assisting the Superintendent of Schools in the operation of the school district in the areas of finance and operations, curriculum, instruction, student services and human resources
Director of Technology & Student Services	Responsible for technological coordination and supervision for the District's remote learning technology needs
Director of Facilities	Responsible for overseeing the sanitizing and safe operations of each building
Director of Food Services	Responsible for the coordination of NYS Lunch Program for students
Director of Security	Responsible for overseeing the physical safety of the District's property and onsite employees
Building Principals	Responsible for the overall operations of each building
Custodial Workers	Responsible for sanitizing the buildings in compliance with COVID-19 protocols
Maintenance Workers	Responsible for ensuring the safe operations of each building in the District
Food Service Workers	Responsible for preparing and distributing meals to students in need
Essential Positions to Report to Work In-Person (cont.)	
Title	Description

Security Guards	Responsible for ensuring the safety and security of the District's buildings and employees during work hours as well as during organized events such as distribution of materials and food to students
Office Personnel	Responsible for assisting essential administrative personnel with the operations of the District

Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, North Babylon School District is prepared to enact numerous strategies to minimize building occupancy in order to maintain social distancing requirements as well as reduce overcrowding on public transportation systems. The following will be considered by department supervisors and administration:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance or Executive Order.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit or eliminate in person meetings and gatherings, postpone or make use of virtual meeting tools.
- Stagger arrival and dismissal times
- Stagger entire shifts.
- Alternate workdays or workweeks.
- Limit or eliminate visitors to the building.

The Agency will utilize these base strategies and expand upon them as necessary in order to address any public health emergency as appropriate.

Telecommuting

North Babylon School District considers the safety of its students and employees to be of the utmost importance. Generally, the District believes that its goals and objectives are best served when employees work in-person on District premises. However, the District recognizes that, in certain circumstances, remote working or telecommuting may be advantageous to both the employee and the District. It may also be deemed warranted or necessary in the event of an extraordinary circumstance such as a public health emergency involving a communicable disease or other emergency situation that may deem the District premises unsafe or otherwise interrupt our ability to effectively operate. Telecommuting will be at the discretion of the Board of Education and the Superintendent of Schools.

In these circumstances, the North Babylon School District will follow its previously developed policies, procedures and plans including, but not limited to, the District-Wide School Safety Plan and the Building-Level School Emergency Response Plan(s). To the extent that any policy, procedure or plan is in any way inconsistent with or conflicts with federal, state or county law, regulation or executive order released for the purpose of addressing the extraordinary circumstance, the federal, state or county law, regulation or executive order will govern. Additionally, the Board of Education may adopt resolutions or take other actions as needed to respond to changes in federal, state or county law, regulation or executive order to provide further direction during an extraordinary circumstance.

In the event of an extraordinary circumstance, such as a communicable disease pandemic or other emergency situation, it may be necessary to even establish remote working arrangements for most or all non-essential employees. In these circumstances, the District will notify employees of whether they are expected to work at home full-time, part-time or not at all. Specific arrangements for working from home shall be coordinated through an employee's supervisor and Central Office Administration.

School District employees who are working remotely are required to comply with any and all applicable School District policies, procedures and other related practices, protocols and regulations as they normally would if they were working on school district property.

The Office of Technology will continue to support the District and it's employees during a limited or mass telecommuting event following the same protocols and procedures in place during a normal working period unless otherwise directed by Central Office Administration. Central Office Administration will provide Technology with priorities to meet the needs of the school district while facilitating meeting the individual requests for support.

All members of the North Babylon School District instructional staff (inclusive of teachers, paraeducators, related service providers and special subject teachers) and families have been surveyed to assess the level of access to devices and high-speed internet available in their places of residence. Additionally, the District shall conduct an internal assessment of each non-instructional department's need for access to devices and potential needs for home access to the internet. Options will be reviewed and made available in the event of a need for employees to telecommute. Additional surveys will be conducted as necessary.

Administrators and support staff that are provided with District issued laptops/Chromebooks will maintain remote access capabilities to ensure continuity of business operations in the event of an unforeseen need for telecommuting. Educational staff shall maintain remote teaching capabilities to allow for a quick transition to a remote teaching model in accordance with direction given by the Superintendent of Schools or as mandated by federal, state or local directives or executive orders.

Upon direction to begin a period of telecommuting, employees may enable call forwarding from their direct District Office phone to a district or personal cell phone. Technology is available to assist in call forwarding if an employee is unable to perform this function from their office, prior to leaving or from home on their cell phone. Employees will maintain access to their District email when working remotely as this is a necessary means of communications in an emergency pandemic situation where updates are frequent and swift.

Remote Instruction Plan

Please see Appendix F for the Remote Instruction Plan.

Obtaining and Storing Personal Protective Equipment (PPE)

When faced with a communicable disease public health emergency, personal protective equipment (PPE) is vital for maintaining a healthy and safe working environment. Essential employees reporting in-person and contractors completing necessary work orders must have equitable and immediate access to the appropriate level of PPE for their situation.

North Babylon School District shall obtain a minimum of a six (6) month supply of PPE for our designated essential employees and contractors in the event a public health emergency is declared within our jurisdiction. In the event of a public health emergency resulting in limited in-stock availability of PPE through the approved Cooperative Bidding Program, the Purchasing Department must have the ability to immediately make purchases of these essential goods, as vendors will not hold these necessary products to await a competitive bidding process. Therefore, upon the declaration of a public health emergency, the Board of Education shall adopt a resolution to first instruct the Purchasing Department to exhaust all contract efforts to purchase in

accordance with General Municipal Law; if unsuccessful, pursuant to Section 103(4) of General Municipal Law, in the case of a public emergency arising out of an accident or unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision, require immediate action which cannot await competitive bidding, contracts for public work or the purchase of supplies, material or equipment, may be let by the appropriate officer, board or agency of a political subdivision. In other words, the District may purchase PPE through vendors not currently listed on a bid or contract, if those listed vendors are unable to fulfill orders.

PPE supplies shall be stored in a locked indoor controlled environment at either the school district warehouse or in-building supply rooms. District-Wide or specific allotment for delivery may be arranged through the Capital Assets Management (CAM) Department. Building distribution shall be conducted through the Building Administrator or their appointee. Although the PPE shall be made readily available, it must be kept secure to ensure equitable and appropriate distribution.

Available PPE

PPE that will be made available, as appropriate to the public health emergency, shall at a minimum include the following:

- The District will provide employees with an acceptable cloth face covering at no-cost to the employee and have an adequate supply of coverings in case of needed replacement. Cloth face coverings are intended to protect other people in case the wearer is unknowingly infected (asymptomatic individuals). Cloth face coverings are not considered surgical masks or respirators. Information shall be provided on proper use, removal and washing of cloth face coverings.
- Disposable face masks or surgical masks
- Face shields or eye protection (to be worn in addition to a face mask or respirator)
- Disposable gowns
- Disposable gloves
- N95 Respirator; those individuals that are required to wear N95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so in accordance with OSHA's Respiratory Protection Regulation.

PPE Supply Management

- The Health & Safety, Operations & Maintenance and Purchasing Departments shall work with programs to determine the overall PPE needs of the District. Centralized purchasing will be used when possible, however, if supply demands cannot be met, individual departments may obtain supplies in accordance with the prevailing procedures at the time of need.
- The District shall maintain a minimum initial one (1) month stockpile of PPE for essential workers, prior to the declaration of a public health emergency. An additional one (1) month supply will be kept in active rotation for immediate access and additional four (4) month supplies will be purchased in anticipation of, or upon, an emergency declaration. Supplies will then be purchased chemical on an as-needed and as available basis for the duration of the public health emergency.
- The below tables are initial recommended quantities of PPE. Adjustments in these total numbers will be made as appropriate

Disposable Face Covering Supplies					
Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
General / Special Education Students	500 Masks per Week	6000	3000	1500	5 Disposable Masks per Week per Student (supplements may be parent/guardian provided)
Continuing Education Students	100 masks per week	1200	600	300	1 Disposable Mask per Week per Student (supplements may be parent/guardian provided)
Teachers / Support Staff	500	6000	3000	1500	5 Disposable Masks per Week per Teacher
Nurse / Health Staff	1000	12,000	6000	3000	10 Disposable Masks per Week per School Nurse

PPE for Designated Employees (Nurses, Custodial, Special Education Aides, etc.)			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns (Nurse's Only)	10	120	10 per Week per Staff
Eye Protection	2	N/A	2 Reusable per Staff
Face Shields	2	N/A	2 Reusable per Staff
N95 Respirators	10	120	10 per Week per Staff

Exposure Control and Prevention of Spread

Exposure control will be accomplished in accordance with the protocols identified in the COVID-19 North Babylon School District Reopening Plan, Attachment A, in the event of a declared public health emergency involving a communicable disease. Whether school is in session, remote learning or full shut down with essential employees only working in person, the guidance within the Reopening Plan will continue to be followed as applicable to the current situation. Universal precautions shall continuously be followed by on-site personnel including:

- Wearing a face covering within six (6) feet of other individuals or public/shared spaces
- Social distancing of six (6) feet or more, and
- Frequent washing of hands or use of a sixty (60) percent or more alcohol based hand sanitizer

The Reopening Plan requires that ill students and staff be assessed by the school nurse (registered professional nurse, RN). Students with a temperature, signs of illness and/or a positive response to the daily screening questionnaire are to be sent directly to a dedicated isolation area (exam room) where students are supervised, prior to being picked up or otherwise sent home. Ill students will be sent home for follow-up with a healthcare provider. If parents/guardians are unable to pick up an ill student, the District will utilize an approved method of transportation to transport the student home. Staff who become sick during the day with a temperature, signs of illness and/or a positive response to the daily screening questionnaire shall go directly home and reach out to their supervisor for further guidance.

The Reopening Plan requires all visitors, guests, contractors and vendors to adhere to the same screening protocols required of staff. This will be communicated to individuals with planned visits beforehand and communicated via signage and verbally by building greeters. Thermometers will be provided to those referred to above who cannot attest to having taken their temperatures prior to arrival.

North Babylon School District will provide written protocols to instruct parents/persons in parental relation to observe for signs of illness in their children that require remaining at home.

The signs and symptoms of the specific disease shall be continuously monitored in accordance with current CDC and DOH guidelines. Adjustments to the daily screening, attestation and nurse's observations shall also be in accordance with current CDC and DOH guidelines.

In the event a vaccine is available or becomes available for a public health emergency involving a communicable disease, the District will follow directives by the Federal, State and Local authorities. Under the discretion of the authorizing District Medical Provider, the District will comply with guidance on a vaccination distribution plan including, as applicable: procurement, use, follow-up and reporting.

Preventing Spread and Contact Tracing

Instructional programs, administrative offices and support staff must be prepared for communicable disease outbreaks in their local communities, residences and for individual exposure events to occur within their facilities, regardless of the level of community transmission. Should a suspected or confirmed positive case be identified in one of our facilities, the following current CDC and NYSDOH recommendations shall be followed:

- Closing off areas used by a symptomatic sick person or confirmed positive case and not using these areas until after cleaning and disinfection has occurred.
    - Opening outside doors and windows to increase air circulation in the area, as appropriate.
    - Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible.
    - Clean and disinfect all areas used by the person suspected or confirmed to have contracted the disease, such as offices, classrooms, bathrooms, lockers, common areas and common equipment.
    - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
- Individuals without close or proximate contact with the suspected or confirmed person can return to the area and resume activities immediately after cleaning and disinfection.
- Individuals identified as having close or proximate contact with the suspected or confirmed case shall be informed to follow current DOH guidelines and referred to their personal physician for follow-up and reported to the DOH.

Schools must follow CDC, DOH and SED guidance for allowing someone to return in person after exhibiting symptoms or receiving a positive test for the declared public health emergency communicable disease or being designated a close or proximate contact.

When school is in a regularly scheduled session, employees and students are expected to exhibit healthy in-person attendance, that is, only individuals who deem themselves healthy and well and are without a recent close or proximate contact to an infected or suspected infected individual should report to the school building or office. Employees shall be granted the ability to receive testing, treatment, isolation or quarantine in accordance with CDC and DOH guidelines for the specific communicable disease. All leave time and related absence protocols shall be in accordance with existing employee and union contracts and may first make use of any available guidance or grants from the local, state or federal government. The Human Resource Department shall continue to coordinate any requested leave or medical accommodation.

Employee Assistance Program (EAP)

The District will continue to disseminate information to employees about Employee Assistance Program (EAP) resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals and follow-up services to employees who have personal and/or work-related problems. EAP resources address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems and psychological disorders. These issues can be enhanced or begin during the stressful situation surrounding a public health emergency. All employees who need help are encouraged to contact the EAP.

Facilities Cleaning and Disinfection

In the event of a declared public health emergency involving a communicable disease, cleaning and disinfection will be accomplished in accordance with current protocols provided by the Centers for Disease Control and Prevention (CDC), the North Babylon UFSD Reopening Plan listed in Appendix A and guidance or regulation provided by NYS DOH, the Governor's Office and NYSED. A copy of the CDC's current guidance for COVID-19 is listed in Appendix B.

The custodial staff cleans and disinfects high-touchpoint surfaces throughout the day in occupied buildings. Teachers and Building Administrators will keep desktops and surfaces in offices and classrooms clear of items so they may be cleaned more efficiently. CDC's high-touch surfaces shall be disinfected during the course of the workday, as well as after normal school and office hours. As best as possible, cleaning chemicals, including emergency purchases due to low supply of product, shall be chosen from products listed in the Green Cleaning Program in accordance with Education Law 409-I. These products minimize adverse impact on children's health and the environment. Disinfectants must be chosen from those listed on both the United States Environmental Protection Agency's (US EPA) and New York State Department of Environmental Conservation's (NYS DEC) approved list of disinfectants.

Cleaning

Cleaning removes germs, dirt and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill and then clean and disinfect the surface.

Routine cleaning of school settings includes:

- Cleaning high touch point surfaces that are touched by many different people, such as light switches, handrails and door knobs/handles
- Dust and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high-traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls

- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Disinfecting

Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed positive with a communicable disease, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Office Administration.
- Additional paper towel dispensers may be installed in additional designated spaces.

Upon request, the Facilities Department will provide approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between uses as much as possible. Examples of frequently touched areas in schools may include:

- Bus seats and handrails
- Buttons on vending machines and elevators
- Changing tables
- Classroom desks and chairs
- Door handles and push plates
- Handles on equipment (i.e., athletic equipment)
- Handrails

- Gymnasium
- Kitchen and bathroom faucets
- Light switches
- Lunchroom tables and chairs
- Related Services Spaces
- Shared computer or piano keyboards and mice
- Shared desktops
- Shared telephones

Hand Sanitizing

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by Supervisors and Central Office Administration.
- Ensure that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash Removal

- Trash will be removed daily.
- Garbage cans or the process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

Documenting Precise Hours / Work Locations of Essential Workers

As the work environment changes to adapt to an emergency situation and typical work schedules and locations are modified, it can become more difficult to track employees, especially if they conduct work off-site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease emergency. In an effort to allow for contact tracing should an individual present in our buildings become symptomatic or confirmed positive of a communicable disease, additional efforts must be made to document precise hours and work locations for essential employees. As individuals may fall ill quickly, may be otherwise obligated to care for sick family members or lose access to transportation, it is imperative to track employees' daily presence in real-time and not rely on pre-scheduled groupings of employees to determine individuals' presence and potential exposures.

Options to be deployed during a public health emergency shall be specific to the circumstance and department and may include:

- A daily sign-in and sign-out paper sheet or electronic form at each office/department.
- An email protocol notifying the supervisor of your completed daily working hours and location.
- Perform under the specific direction of your Supervisor or Coordinating Administrator.

Emergency Housing for Essential Employees

Emergency housing for essential workers is not considered generally required for District employees in order to contain the spread of the communicable disease. This option is mostly reserved for healthcare workers and other critical care employees. Suffolk County School Districts have established school building shelter sites across the County in cooperation with the Suffolk County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, the District will work closely with the Office of Emergency Management to determine housing options.

Recovery

- Reestablishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods to keep the school community aware of the transition process.

- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.

- We will evaluate all building operations for normal function and reimplement appropriate maintenance and cleaning procedures.

- Each Building-Level Post-Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.

- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.

- Curriculum activities that may address the crisis will be developed and implemented.

APPENDIX D

School District Pandemic Influenza Planning Checklist

https://www.cdc.gov/flu/pandemic-resources/pdf/schoolchecklist.pdf (below)

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities **http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf**).

Further information on pandemic influenza can be found at **www.pandemicflu.gov**.

1. Planning and Coordination:

Completed	In Progress	Not Started	
☐	☐	☐	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
☐	☐	☐	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
☐	☐	☐	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
☐	☐	☐	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
☐	☐	☐	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
☐	☐	☐	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
☐	☐	☐	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
☐	☐	☐	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
☐	☐	☐	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
☐	☐	☐	Participate in exercises of the community's pandemic plan.
☐	☐	☐	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
☐	☐	☐	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
☐	☐	☐	Implement an exercise/drill to test your pandemic plan and revise it periodically.
☐	☐	☐	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
☐	☐	☐	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
☐	☐	☐	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
☐	☐	☐	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
☐	☐	☐	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
☐	☐	☐	Provide sufficient and accessible infection prevention supplies, such as soap, alcohol-based/waterless hand hygiene products (containing at least 60% alcohol), tissues, and receptacles for their disposal.
☐	☐	☐	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
☐	☐	☐	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
☐	☐	☐	Establish policies for transporting ill students.
☐	☐	☐	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
☐	☐	☐	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
☐	☐	☐	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
☐	☐	☐	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
☐	☐	☐	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
☐	☐	☐	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
☐	☐	☐	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
☐	☐	☐	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
☐	☐	☐	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
☐	☐	☐	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
☐	☐	☐	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

North Babylon School District COVID-19 Preliminary On-Site Investigation - Students

(E-Mail to Suffolk Department of Health at https://suffolkcountyny.force.com/public/servicetypes)

School Building: _____Today's Date: _____

Individual Completing Form: _____ Telephone #: _____

Name of Person Testing Positive: _____ Position: _____

Last Date Individual was in the School Building: _____

Date of Birth: _____ County of Residence: _____

Telephone #: _____ Please highlight case: Symptomatic or Asymptomatic

Documentation of Lab Confirmed Positive: Yes☐ No☐ Date of Test: _____

Laboratory Conducting Test: _____ Telephone #: _____

Names of Students in Close Contact (Less than 6 feet for more than 10 minutes)

Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contact, please write NO CONTACTS across the page.

NAME	HOME DISTRICT	DATE OF BIRTH	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

North Babylon School District COVID-19 Preliminary On-Site Investigation - Staff

(E-Mail to Suffolk Department of Health at https://suffolkcountyny.force.com/public/servicetypes)

School Building: _____Today's Date: _____

Individual Completing Form: _____ Telephone #: _____

Name of Person Testing Positive: _____ Position: _____

Last Date Individual was in the School Building: _____

Date of Birth: _____ County of Residence: _____

Telephone #: _____ Please highlight case: Symptomatic or Asymptomatic

Documentation of Lab Confirmed Positive: Yes☐ No☐ Date of Test: _____

Laboratory Conducting Test: _____ Telephone #: _____

Names of Staff Members in Close Contact (Less than 6 feet for more than 10 minutes)

Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contact, please write NO CONTACTS across the page.

NAME / POSITION / EMPLOYEE ID #	EMPLOYEE DISTRICT (If Applicable)	DATE OF BIRTH	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Flowchart for COVID-19 Decision Making

NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

Can My Child Go To School Today?

In the past 10 days, has your child been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES

Was the test result positive OR are you still waiting for the result?

YES

Your child **cannot** go to school today.

They must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results **OR** if **positive**, the local health department has released your child from isolation.

NO

In the last 10 days, has your child:

- Traveled internationally to a CDC level 2 or higher COVID-19 related travel health notice country; or
- Traveled to a noncontiguous state; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

YES

Your child **cannot** go to school today unless:

- For travelers, they have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For children designated as a contact, until the local health department releases your child from quarantine (at least 10 days).

If your child received a COVID test within 72 hours prior to arriving in NY, they must quarantine for 3 days and can test on the 4th day after arrival. Students who receive a second negative result can return to school.

NO

Does your child currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/ runny nose

YES

Your child **cannot** go to school today.

Your child should be assessed by their pediatric healthcare provider (HCP). Call your child's HCP before going to the office or clinic to tell them about your child's symptoms. If your child does not have a HCP, call your local health department.

NO

Your child CAN go to school today.

Make sure they wear a face covering or face mask, practice social distancing, and remind them to wash their hands!

Report absences, symptoms, and positive COVID-19 test results to your child's school.

SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

New York State Department of Health (NYSDOH) Pre-K to Gr 12 COVID-19 Toolkit

My child has COVID-19 symptoms. When can they go back to school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Recommends COVID-19 Diagnostic Test OR **HCP Gives Alternate Diagnosis** | **COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis** | **Child is Not Evaluated by HCP**

STAY OUT OF SCHOOL and in isolation until test result is back

Positive Test Result

Your local health department will contact you to follow up.

Your child must remain in isolation (at home and away from others) until your local health department has released them from isolation, which is typically:

- 10 days after symptom onset; **AND**
- Child's symptoms are improving; **AND**
- Child is fever-free for at least 72 hours without use of fever reducing medicines.

While your child is in isolation, **all members of the household must quarantine at home until released by the local health department, OR** until 10 days have passed and you have not exhibited symptoms.

Note: A repeat negative COVID-19 test is not required for return to school.

Negative Test Result

If your child's symptoms are improving **AND** they are fever-free for at least 24 hours without the use of fever reducing medicines, your child **may return to school** with:

- A note from HCP indicating the test was negative **OR**
- Provide a copy of the negative test result.

If your child's HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) **AND** COVID-19 is not suspected, then a note signed by their **HCP explaining the alternate diagnosis is required** before your child will be allowed to return to school. They may return to school according to the usual guidelines for that diagnosis.

Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

Your child must remain in isolation at home and is not able to go back to school until your local health department has released them from isolation, which is typically:

- At least 10 days have passed since date of first symptoms; **AND**
- Child's symptoms are improving; **AND**
- Child is fever-free for at least 72 hours without use of fever reducing medicines.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

Can I Go to Work at the School Today?

In the past 10 days, have you been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES

Was the test result positive OR are you still waiting for the result?

YES

You **cannot** go to work at the school today.

You must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results **OR** if **positive**, the local health department has released you from isolation.

NO

In the last 10 days, have you:

- Traveled internationally to a CDC level 2 or or higher COVID-19 related travel health notice country; or
- Traveled to a noncontiguous state; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

YES

You **cannot** go to work at the school today unless:

- For travelers, you have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For individuals designated as a contact, until the local health department releases you from quarantine (at least 10 days).

If you received a COVID test within 72 hours prior to arriving in NY, you must quarantine for 3 days and can test on the 4th day after arrival. Once you receive a second negative result can return to school.

NO

Do you currently have (or have had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/ runny nose

YES

You **cannot** go to work at the school today.

You should be assessed by your health care provider (HCP). Call your HCP before going to any in-person visits to tell them about your symptoms. If you do not have a health care provider, call your local health department.

NO

You can go to work at the school today!

Make sure you wear a face covering or face mask, practice social distancing, and wash your hands frequently.

Report absences, symptoms, and positive COVID-19 test results to your school.

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

I have COVID-19 symptoms. When can I go back to work at the school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Recommends COVID-19 Diagnostic Test

STAY OUT OF SCHOOL
and in isolation until test result is back

Positive Test Result

Your local health department will contact you to follow up.

You must remain in isolation (at home and away from others) until your local health department has released you from isolation, which is typically:

- 10 days after symptom onset; **AND**
- Your symptoms are improving; **AND**
- You are fever-free for at least 72 hours without use of fever reducing medicines.

While you are in isolation, **all members of the household must quarantine at home until released by the local health department, OR** until 10 days have passed and you have not exhibited symptoms.

Note: A repeat negative COVID-19 test is not required for return to school.

Negative Test Result

If your symptoms are improving AND you are fever-free for at least 24 hours without the use of fever reducing medicines, you **may return to school** with:

- A note from HCP indicating the test was negative **OR**
- Provide a copy of the negative test result.

OR

HCP Gives Alternate Diagnosis

If your HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) **AND** COVID-19 is not suspected, then a note signed by your **HCP explaining the alternate diagnosis is required** before you will be allowed to return to school. You may return to school according to the usual guidelines for that diagnosis.

Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis

NOT Evaluated by HCP

You must remain in isolation at home and are not able to go back to work at the school until your local health department has released you from isolation, which is typically:

- At least 10 days have passed since date of first symptoms; **AND**
- Your symptoms are improving; **AND**
- You are fever-free for at least 72 hours without use of fever reducing medicines.

Note: You may not qualify for Paid Sick Leave benefits due to COVID-19 without a confirmed COVID-19 diagnosis.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

NYS DOH COVID-19 Guide for School Administrators and Schools Nurses

COVID-19 Screening Flowsheet for Students and Staff

In the past 10 days, has the student or staff been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES → **Was the test result positive OR are they still waiting for the result?**

- YES → The student or staff **cannot** go to school today.
  They must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results **OR** if **positive**, the local health department has released them from isolation.
- NO → **In the last 10 days, has the student or staff:**
  - Traveled internationally to a CDC level 2 or or higher COVID-19 related travel health notice country; or
  - Traveled to a noncontiguous state; or
  - Been designated a contact of a person who tested positive for COVID-19 by a local health department?

  YES → The student or staff **cannot** go to school today unless:
  - For travelers, they have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
  - For student or staff designated as a contact, until the local health department releases them from quarantine (at least 10 days).

  If they have received a COVID test within 72 hours prior to arriving in NY, they must quarantine for 3 days and can test on the 4th day after arrival. Once they receive a second negative result can return to school.

  NO → **Does the student or staff currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?**
  - A temperature greater than or equal to 100.0° F (37.8° C)
  - Feel feverish or have chills
  - Cough
  - Loss of taste or smell
  - Fatigue/feeling of tiredness
  - Sore throat
  - Shortness of breath or trouble breathing
  - Nausea, vomiting, diarrhea
  - Muscle pain or body aches
  - Headaches
  - Nasal congestion/ runny nose

  YES → The student or staff **cannot** go to school today.
  They should be assessed by their health care provider (HCP). If they do not have an HCP, they should call their local health department. If they do not receive COVID-19 testing, or are not cleared to return to school by their HCP, then they are required to be isolated at home. See next page for more information.

  NO → **The student or staff CAN go to school today!**
  Make sure they wear a face covering or face mask, practice social distancing, and wash their hands frequently.

Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

CALL 911 IF A STUDENT OR STAFF HAS:

- Trouble breathing or is breathing very quickly
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Lethargy, irritability, or confusion

New York State Department of Health (NYSDOH) Pre-K to Gr 12 COVID-19 Toolkit

COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

Student/staff has symptoms consistent with COVID-19:

- Student/staff member should keep face mask on.
- Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
- School administration and the parent/guardian should be notified.
- Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- Schools should provide a list of local COVID-19 testing locations.
- Clean and disinfect area where the student/staff member was located.

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Recommends COVID-19 Test OR **HCP Gives Alternate Diagnosis** | **COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis** | **Student/Staff is NOT Evaluated by HCP**

STAY OUT OF SCHOOL and in isolation until test result is back

Positive Test Result

The local health department will contact you to follow up.

The ill person must remain in isolation (at home and away from others) until the local health department has released them from isolation, which is typically:

- 10 days after symptom onset; **AND**
- Child/staff's symptoms are improving; **AND**
- Child/staff is fever-free for at least 72 hours without use of fever reducing medicines.

While the ill person is in isolation, **all members of the household must quarantine at home until released by the local health department, OR** until 10 days have passed and you have not exhibited symptoms.

Note: A repeat negative COVID-19 test is not required for return to school.

Negative Test Result

If symptoms are improving **AND** they are fever-free for at least 24 hours without the use of fever reducing medicines, student/staff **may return to school** with:

- A note from HCP indicating the test was negative **OR**
- Provide a copy of the negative test result.

If the HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) AND COVID-19 is not suspected then a note signed by their **HCP explaining the alternate diagnosis is required** before the student/staff will be allowed to return to school. They may return to school according to the usual guidelines for that diagnosis.

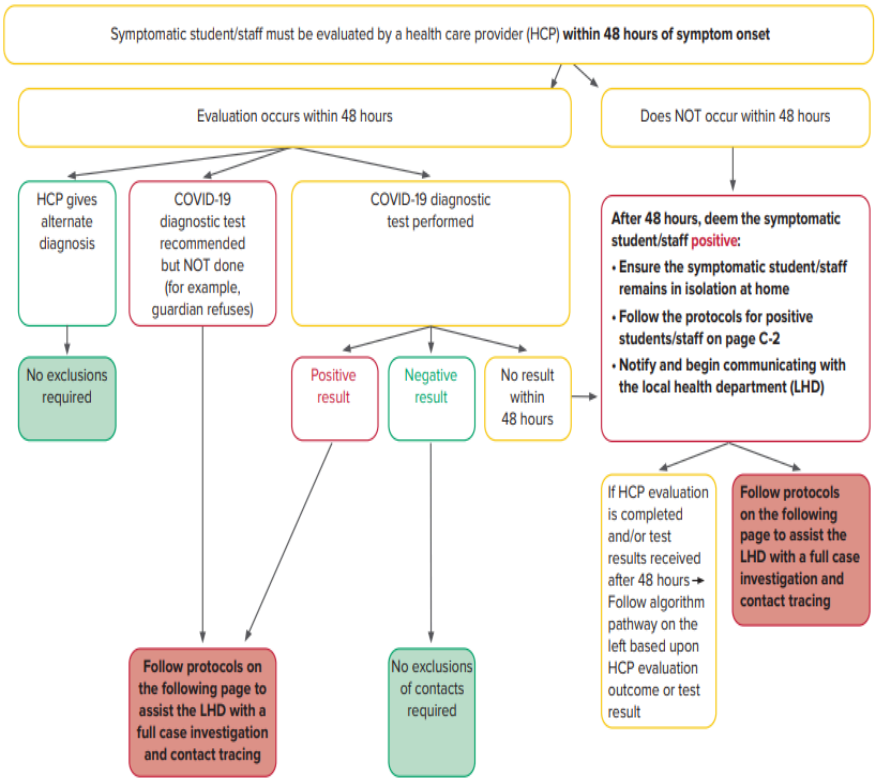
Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

The person must remain in isolation at home and is not able to go back to school until the local health department has released them from isolation, which is typically:

- At least 10 days have passed since the day symptoms started; **AND**
- Symptoms are improving; **AND**
- They are fever-free for at least 72 hours without use of fever reducing medications.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. If there is a high suspicion of COVID-19 based on symptoms or circumstances, the HCP or public health staff should consider following up a negative antigen test with a molecular test which is more sensitive, particularly when there are important clinical or public health implications. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

COVID-19 exclusion protocol for contacts of symptomatic students and staff



COVID-19 School and Local Health Department Coordination for Contact Tracing

Notify the local health department (LHD):
- **Immediately upon learning of a positive case**
- **48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received.** The LHD will collaborate with the school for contact tracing and to identify contacts.

Begin to identify contacts of the case to provide to the LHD.

Provide the LHD with contact information of school personnel who will assist in the LHD's contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:
- School Principal
- Administrative Support Person
- Principal Designee

Provide the LHD with a list of people who are possible contacts of the case including:
- Contact's full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare; transportation; extracurricular; and other non-school setting contacts are identified and notified of their exposure risk.

THEN

Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).

THEN

The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 10 days from the date of last exposure to the case and advised to monitor for symptoms. The local health department will initiate isolation and quarantine orders.

When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school.
The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

Essential Employee Worksheet

In the event of a government ordered shutdown similar to what we experienced in the spring of 2020 due to Coronavirus, we are now required to have a plan for future shutdowns that may occur. As part of that plan, we are now required to provide information on those positions that would be required to be on-site or in-district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

1. Title – a list of positions/titles considered essential (could not work remotely) in the event of a state-ordered reduction of in-person workforce.
2. Description – brief description of job function.
3. Justification - brief description of critical responsibilities that could not be provided remotely.
4. Work Shift – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. Protocol – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

North Babylon School District Essential Employee Determination

Title	Description	Justification	Work Shift	Protocol
Administration	Superintendent of Schools, Deputy & Asst. Superintendents	Required to ensure continuity of the response efforts.	Administrators work in non-shared work spaces	All employees will use their appropriate sign in procedures upon arrival Payroll, attendance and/or time cards will further document an employee's presence in the District
Business Operations	Accounting, Payroll, Accounts Payable, Purchasing	Where necessary to ensure the continued operation of the District	Alternative schedule based on workplace capacity or the maximum allowable by State or local guidance Scheduling to be divided / rotated in a fair and equitable manner in order to meet the needs of the District	All employees will use their appropriate sign in procedures upon arrival Payroll, attendance and/or time cards will further document an employee's presence in the District

Building Administration & Clerical	Building Administrators, Directors & Clerical Support	Required to ensure continuity of the response efforts	Alternative schedule based on workplace capacity or the maximum allowable by State or local guidance Scheduling to be divided / rotated in a fair and equitable manner in order to meet the needs of the District	All employees will use their appropriate sign in procedures upon arrival Payroll, attendance and/or time cards will further document an employee's presence in the District
Title	Description	Justification	Work Shift	Protocol
Faculty & Staff	Teacher / Para Educator / Psychologist / Social Worker / Related Service Provider	Should it become necessary to meet a student's needs under IDEA and/ or Section 504 regulation (FAPE), faculty / staff may be deemed essential on an as needed basis	Alternative schedule based on workplace capacity or the maximum allowable by State or local guidance Scheduling to be divided / rotated in a fair and equitable manner in order to meet the needs of the District	All employees will use their appropriate sign in procedures upon arrival. Payroll, attendance and/or time cards will further document an employee's presence in the District
Technology	Director / Technicians	This group is needed to maintain the internet capability including remote learning and working from home	Alternative schedule based on workplace capacity or the maximum allowable by State or local guidance Scheduling to be divided / rotated in a fair and equitable manner in order to meet the needs of the District	All employees will use their appropriate sign in procedures upon arrival Payroll, attendance and/or time cards will further document an employee's presence in the District
Custodial & Maintenance	Facilities Director / Heads & Chiefs / Custodial / Maintenance / Mechanics / & Grounds	This group is needed to maintain the cleanliness and continued functioning of the buildings and grounds	Alternative schedule based on workplace capacity or the maximum allowable by State or local guidance Scheduling to be divided / rotated in a fair and equitable manner in order to meet the needs of the District	All employees will use their appropriate sign in procedures upon arrival Payroll, attendance and/or time cards will further document an employee's presence in the District

Health Services	Director of Health / Nurses as deemed necessary	This group is needed to assist with testing requirements, reporting and contact tracing	Alternative schedule based on workplace capacity or the maximum allowable by State or local guidance Scheduling to be divided / rotated in a fair and equitable manner in order to meet the needs of the District	All employees will use their appropriate sign in procedures upon arrival Payroll, attendance and/or time cards will further document an employee's presence in the District
Security	Director of School Safety & Security / Guards	To ensure the safety / security of the District	Alternative schedule based on workplace capacity or the maximum allowable by State or local guidance Scheduling to be divided / rotated in a fair and equitable manner in order to meet the needs of the District	All employees will use their appropriate sign in procedures upon arrival Payroll, attendance and/or time cards will further document an employee's presence in the District
Title	Description	Justification	Work Shift	Protocol
Food Service	Food Service Director / Food Service Workers	To prepare and distribute meals to students; Grab-N-Go	Alternative schedule based on workplace capacity or the maximum allowable by State or local guidance Scheduling to be divided / rotated in a fair and equitable manner in order to meet the needs of the District	All employees will use their appropriate sign in procedures upon arrival Payroll, attendance and/or time cards will further document an employee's presence in the District
Contractors		Services provided on an as-needed basis		Contractors will sign in with the security guards and their presence registered in the visitor log book or visitor management system

APPENDIX E

School District Enrollment

Grade	Total Enrollment
6	324
7	354
8	339
Total Middle School Enrollment	1018
9	332
10	361
11	414
12	410
Total High School Enrollment	1520
Special Education Out of District Placement	127
Total Elementary (K-5) Enrollment	1783
UPK Enrollment	144
Total In-District Enrollment	4465
Total District Enrollment	4604
Homebound Instruction	2
Private / Parochial - Gen. Ed	294

APPENDIX F

Remote Instruction Plan

Click here to view the plan for remote instruction.