

**East Moriches  
Union Free School District**

**2016-2017**

**District-Wide  
School Safety Plan**



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# East Moriches Union Free School District District-Wide School Safety Plan

## INTRODUCTION

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

The East Moriches Union Free School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## GENERAL CONSIDERATIONS

### **A. Purpose**

The East Moriches Union Free School District school safety plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the East Moriches Board of Education, the Superintendent of the East Moriches Union Free School District appointed a District-wide School Safety Team. The members of the team and their positions or affiliations are as follows:

### **B. Identification and Purpose of District-wide School Safety Team**

<b>Name</b>	<b>Title</b>	<b>Agency</b>
Charles Russo	Superintendent	East Moriches U.F.S.D.
Michael Carlson	Principal- MS	East Moriches U.F.S.D.
Joanne Prisco	Nurse MS	East Moriches U.F.S.D.
Jane Maningo	Teacher MS	East Moriches U.F.S.D.
Lisa Ringhoff	Teacher MS	East Moriches U.F.S.D.
Dan McGuire	Teacher MS	East Moriches U.F.S.D.
Renee Emin	Psychologist	East Moriches U.F.S.D.
Edward Schneyer	Principal-ES	East Moriches U.F.S.D.
Emily Peterson	Assistant Principal	East Moriches U.F.S.D.
Michele Pepey	Director of Special Ed	East Moriches U.F.S.D.
Betty Ann Grunseich	Nurse ES	East Moriches U.F.S.D.
Matthew Montpetit	Teacher ES	East Moriches U.F.S.D.
Andrew Plastrik	Teacher ES	East Moriches U.F.S.D.
Mike Griffin	BoE President	East Moriches U.F.S.D.
Bart Stewart	District Custodian	East Moriches U.F.S.D.

The East Moriches School District-Wide Safety Team will act as an advisory team to the Board of Education and the Superintendent of Schools and is responsible to assess the vulnerability of the East Moriches Public Schools to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary.

The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Comprehensive Safety Plan to determine its success in violence prevention. The District-wide Safety Team developed the District-wide School Safety Plan with input from appropriate constituencies, both internal and external to the District.

### **C. Concept of Operations**

- The District-wide School Safety Plan is implemented in each building as a matter of protocol. The activation of the plan triggers the notification of the chain of command and the assessment of the activation of elements of the plan.
- The District-wide School Safety Plan was developed through analysis of the local environment, emergency potential and available resources. The plan has been developed to address the specific needs of the East Moriches Union Free School District and the community.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building-level Safety Team. The building Principal is responsible for notifying the Superintendent, or the highest ranking person in the chain of command. This notification shall be accomplished through the use of telephone or the district's radio network. All responses are outlined in each building emergency plan.
- Upon the activation of the Building-level Safety Team, the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall also be notified.
- County and State resources supplement the school district's emergency action planning in a number of ways:
  - State and local law enforcement can provide building reviews and employee training.
  - Local law enforcement and emergency services may participate in planning and training exercises and develop strategies for managing building-level emergencies.
  - A protocol exists for the school district to use certain facilities for sheltering during times of emergencies.
  - A protocol exists for the use of community mental health resources during post-incident response.

#### **D. Plan Review and Public Comment**

- This plan shall be made available for public comment and shall be adopted by the Board of Education pursuant to Commissioner's regulations.
- Full copies of the District-Wide School Safety Plan and any amendments shall be made available to the New York State Education Department via the District's website or upon request.
- This plan shall be reviewed periodically and maintained by the District-wide School Safety Team. The required annual review shall be completed on or before September 1st of each year after its adoption by the Board of Education.

#### **E. Mission and Goals**

- The mission of the East Moriches Union Free School District in an emergency/disaster is to protect lives and property, respond to emergencies promptly and properly, coordinate with local emergency operations plans and community resources and aid in recovery from disasters.
- The goals of the East Moriches Union Free School District are to provide emergency response plans, services, and supplies for all facilities and employees, ensure the safety and supervision of students, faculty, staff and visitors to the school, restore normal services as quickly as possible, coordinate the use of school personnel and facilities and provide detailed and accurate documentation of emergencies to aid in the recovery process.

### **RISK REDUCTION/PREVENTION AND INTERVENTION**

#### **A. Prevention/Intervention Strategies**

- Program initiatives in the East Moriches Union Free School District include:
  - Bucket Fillers or similar character development program
  - Peer Mediation
  - Health curriculum and Home and Careers anti-bullying curriculum
  - Town Meetings or grade level meetings
  - Special assemblies from outside groups
  - Intervention counseling by Pupil Personnel Services staff
  - Outside presentations through fieldtrips
  - Staff in-service (providers: SCOPE, BOCES, ADMIN)
  - Parents' Guide to Facebook - Resources provided on school website, main office, Open House presentation to parents
  - Power to Learn "What Every Parent Needs to Know" cyber bullying pamphlet
  - National Stomp out Bullying Day (October)-Activities during homeroom, anti-bullying presentation, student art work of positive

messages displayed, school wide “wear blue” in support of Stomp out Bullying Day

- Parents as guests during lunch periods for anti-bullying presentation
- Student Council performing an anti- bullying play for elementary school
- NYS Fact sheet posted on school website
- Survey students - cyber, verbal, physical bullying -post data (bar graph style) in cafeteria
- Faculty Meetings: September - overview and training staff about responsibilities in Dignity for All Students Act.
- Teacher Workshops on DASA during Superintendent Conference days at least one time each year (fall, winter, spring)
- In-district psychologists, and guidance counselors
- District Code of Conduct

## **B. Facilities Initiatives**

- The District has attempted to enhance the security of its facilities through a number of initiatives, including the following: Appropriate school building security measures and procedures have been determined by the Superintendent after review of school building procedures and practices, security surveys, and building-level occupant surveys. Based on these findings the East Moriches Union Free School District has implemented the following security measures:
  - The East Moriches Public Schools has had a security assessment of all school buildings conducted by Central Administration and local law enforcement agencies.
  - Visitor badge/sign-in procedures: Upon entry into the building the visitor must show photo identification, sign in and then receive a visitor badge. Signed in visitors are then escorted into the main office. Anyone in the building without a badge would be immediately questioned by building staff and the Principal would be informed.
  - Regular security audits.
  - Random searches may be considered if deemed necessary.
  - We will employ any other methods deemed necessary and constantly review our current practices.

## **C. Training, Drills and Exercises**

- The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. The district has established policies and procedures for school safety training for students and employees. Training includes:
  - The annual “Early Evacuation Drill” to test evacuation and sheltering procedures
  - Each school building conducts bus, fire and lockdown drills throughout the course of the year in compliance with SED schedule for

the purpose of familiarizing students and employees with emergency procedures.

- Building-level tabletop exercises.
- The East Moriches Public Schools recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. At least one exercise will occur in each school building every school year.

#### **D. Hazard Identification**

As part of each Building-Level Emergency Response Plan, each Building-Level Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, and properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- Montauk Highway (Main Street)
- Long Island Railroad
- Flood zones

Hazard Specific Response Guidelines have been embedded in each of the Building-Level Safety Plans. Hazard Specific Responses include Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards.

#### **E. Notification and Activation (Internal and External Communication)**

Immediate contact with the local law enforcement authorities is crucial in the event of a threat/act of violence. Each school has established contact with their respective law enforcement agency and is documented in the Building-Level plan. Internal communication protocols are delineated in said plan. Notification of parent and community members will occur through the use of Connect Ed Emergency Notification System, radio and television, and District website and list-serve.

#### **F. Responses to Acts of Violence: Implied or Direct Threats**

Any incident of an implied/direct threat shall be reported immediately to the building Principal or designee. Protocols and responses to Bomb Threats, Hostage taking, Intrusions and Kidnappings are specified in the Building-Level plans. Notification of parents/guardians will occur through the use of Connect Ed Emergency Notification System in the event of a violent incident or an early dismissal.

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented. With the

realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Relationships have been established with local law enforcement and other emergency response agencies at the building level. Representatives from these agencies participate on Building-Level Safety Team.

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will:

- Report it to the Police Department by calling 911.
- Secure the area where the disturbance has occurred.
- Inform the Superintendent
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per School Building Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents via Connect Ed Emergency Notification System.

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

The District-Wide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

The East Moriches Public Schools Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary. The East Moriches Public Schools has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and

parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.

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

The District-Wide Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

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

Other methods for informing parents and students include:

- Gang awareness programs with parental involvement.
- School social worker outreach.
- School counselor involvement.
- Anger Management programs.
- Conflict resolution programs.

### **H. Emergency Assistance and Advice from Local Government**

Depending on the nature of the emergency, the East Moriches Public Schools may need to obtain assistance from local government agencies. During an emergency the Superintendent/Building Principal or designee will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Local Police Department, Suffolk County Office of Emergency (Commissioner), Suffolk County Department of Mental Health, Suffolk BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the East Moriches Public School's resources, the Suffolk County Office of Emergency Management will coordinate with State and Federal

agencies and assist in all post-incident response. These contacts are clearly delineated in the School Building-Level Plans.

## **OPERATIONAL GUIDANCE**

### **A. Initial Response**

- School personnel are usually first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the emergency until it is resolved and will transfer command and incident management to the appropriate emergency responder agency with legal authority to assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.
- The Building Principal will be responsible for activating the Building-Level Emergency Response Plan and the initial response which may include:
  - **Shelter-in-Place:** Used to shelter students and staff inside the building.
  - **Hold-in-Place:** Used to limit movement of students and staff while dealing with short term emergencies.
  - **Evacuation:** Used to evacuate students and staff from the building.
  - **Lock-out:** Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.
  - **Lock-down:** Used to secure building and grounds during incidents that pose an immediate threat of violence in or around the school.
- *Explosive/Bomb Threats:* All East Moriches Public Schools administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Building Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The *FBI Bomb Threat Call Checklist* will be available at phone reception areas.
- *Hostage Taking:* The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:
  - The first person aware of the situation will immediately notify the principal's office and call 911.
  - The school principal or designee will issue the appropriate alert if necessary and isolate the area.
  - The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
  - The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

- *Intrusions*: The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion. In general, the following response action will be taken:
  - The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
  - The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
  - The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
  - If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify 911 or other appropriate emergency notification.
  - If the situation escalates, plain language will be utilized to notify all teachers to lock doors. Once the code is announced, administrators will evacuate students who have been locked out of their classroom or are in public areas. Students will be evacuated to a safe area outside the building as per normal evacuation procedures.
  - The School Superintendent's office will be notified so appropriate resources can be made available to the East Moriches Public Schools.
  - The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.
  
- *Kidnapping*: The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:
  - During school hours, when a student has already been documented as present, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
  - Superintendent of Schools will be notified.
  - Parent/guardian will be notified. If student is not found, police will be notified.
  - The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
  - Parents will be notified immediately if the student is located.

- During school hours, when a student has not arrived at school, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, when a student has not arrived at home, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

### **B. Emergency Plan Chain of Command**

The East Moriches Board of Education recognizes that in an event of an emergency and in order to implement effectively any emergency plan/protocol, it is necessary that a definite person be in charge of implementing said plan/protocol. The chain of command is as follows:

1. Superintendent
2. Middle School Principal
3. Elementary School Principal
4. Middle/Elementary Associate Principal
5. Director of Special Education and PPS

The Superintendent and/or designee will initiate emergency procedures for the district:

#### Emergency "Go Home" Plan

1. The decision to begin "Go-Home" Plan rests with the Superintendent of Schools or his/her designee.
2. The Superintendent shall notify the Building Principal(s) or their designee and contact bus transportation companies (Montauk)

3. For an entire “Go-Home” the order of dismissal shall be the Middle School and Elementary School.
4. All staff shall be maintained until dismissed by the Building Principal or his/her designee.
5. Student Emergency Contact information will be used to determine the manner in which a child will be released by the Building Principal or his/her designee.
  - a. Send home child as usual
  - b. Send home child to parent’s designee
  - c. Maintain child at school until parent or written designee picks him/her up

#### Emergency Evacuation Plan

1. The decision to begin an Emergency Evacuation Plan rests with the Superintendent of Schools or his/her designee.
2. The Superintendent shall notify the Building Principal(s) or their designee and contact bus transportation companies (Montauk).
3. Using normal Fire Drill Procedures for a building evacuation, all students and staff will exit the building.
4. Dismissal home will occur from new sites.
5. The Superintendent or his/her designee will notify local law enforcement. Parents will be notified via Connect Ed Emergency Notification System.

#### Emergency Shelter Plan

1. The decision to establish an Emergency Shelter Plan rests with the Superintendent of Schools or his/her designee.
2. The Superintendent or his/her shall notify the Building Principal(s) if students are to be sheltered beyond the regular school day.
3. The Red Cross and County Emergency Disaster Office will be notified and asked to provide food, water and first aid.
4. All staff will be required to remain and supervise pupils until dismissed by the Superintendent or his/her designee.

#### Emergency School Cancellation Plan

1. The decision to begin the School Cancellation Plan rests with the Superintendent of Schools or his/her designee.
2. The Superintendent shall notify the Board of Education President, and the Building Principals.
3. The Superintendent or his/her designee shall activate the Connect Ed Emergency Notification System.
4. This procedure is only valid for the day it is activated.

#### **C. National Terrorism Advisory System (NTAS)**

The new National Terrorism Advisory System replaces the Homeland Security Advisory System that has been in place since 2002. The National Terrorism Advisory System, or NTAS, will include information specific to the particular credible threat, and will not use a color-coded scale. When there is credible information about a threat, an NTAS Alert

will be shared with the American public. It many include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The advisory will clearly indicate whether the threat is Elevated, if there is no specific information about the timing or location, or Imminent, if the threat is impending or very soon. The East Moriches Union Free School District will use similar wording in the event of an emergency.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

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

The District-Wide Safety Team provides guidance and direction for school safety programs and emergency response and recovery operations.

### **Assignment of Responsibilities**

For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, district and school staff, and other school personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the school that possesses the most appropriate knowledge and skills. Other school personnel may be assigned responsibilities for specific emergency functions.

### **Responsibilities**

#### **A. The School Board**

- Establish objectives and priorities for the school safety program and provide general policy guidance on the conduct of that program.
- Review school construction and renovation projects for safety.

#### **B. The Superintendent**

- Initiate, administer, and evaluate safety programs to ensure the coordinated response of all schools within the system.
- Assign resources (personnel and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.
- Authorize immediate purchase of outside services and materials needed for the management of emergency situations.
- Implement the policies and decisions of the governing body relating to emergency management.
- Coordinate use of school building(s) as public shelter(s) for major emergencies occurring in the city or county.

- Coordinate emergency assistance and recovery.

### **C. The School Principals**

- Have overall decision-making authority in the event of an emergency his/her school building until emergency services arrives.
- Ensure that the plan is coordinated with the district’s plans and policies.
- Ensure that school personnel and students participate in emergency planning, training and exercise activities.
- Conduct drills and initiate needed plan revisions based on outcomes of drills.
- Assign school emergency responsibilities to staff as required. Such responsibilities include but are not limited to:
  - Provide instruction on any special communications systems used to notify first responders.
  - Appoint staff to assist in proper evacuation.
  - Ensure that all exits are operable at all times while the building is occupied.
  - Ensure a pre-planned area of rescue assistance for students and other persons with disabilities within the building readily accessible to rescuers.
  - Coordinate periodic emergency exercises to test emergency plans and training.
  - Organize the school’s safety program and indentify personnel, equipment, and facility needs.
  - Create “Building Go Bags” for each school with pertinent information to help manage the emergency.

### **D. Teachers will:**

- Participate in trainings, drills and exercises.
- Direct and supervise student’s en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.
- Visually check rooms and areas along the path of exit for persons who may not have received the evacuation notice. This process should not disrupt the free flow of students out of the building.
- Maintain order while in student assembly area.
- Verify the location and status of every student. Report to Principal or designee on the condition of any student that needs additional assistance.
- Establish a buddy system for students and teachers with disabilities.
- Remain with assigned students throughout the duration of the emergency, unless otherwise assigned in another capacity or until every student has been released to their parents/guardians.

## **RECOVERY**

Re-establishing 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.

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services. Depending on the scope of the situation, the Suffolk County Emergency Management Office may be contacted to help coordinate a County or State-wide effort. The Post-Incident Response Team will consist of the following individuals: Superintendent, Building-Level Principals, Director of Pupil Services, psychologists, social workers, nurses and school counselors.