



Levittown School District
Emergency Plan
2017-2018

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1. EMERGENCY PLANNING RATIONALE

The New York State Education Department Commissioner of Education Regulation Section 155.13 requires that school districts develop an Emergency Plan and update it by October first of each school year. This will insure the safety and health of students and staff and also insure integration and coordination with similar emergency planning at the Municipal, County and State levels. Each school district will **designate an Emergency Coordinator** to oversee the development, implementation, updating and testing of the Emergency Plan. This individual will coordinate with both internal staff and representatives from external agencies to meet required elements of the law.

2. EMERGENCY PLAN COMPONENTS

The school district has developed this Emergency Plan due to the realization of the need and importance of effective response to emergency situations and to **comply with the Commissioner of Education Regulation 155.13**. This plan seeks to respond to the types of natural or technological hazards that may occur through the maximum utilization of the school district's personnel and resources. The intent of the plan is to develop consistent responses to emergency situations experienced by the school district and to integrate the district's emergency response with other emergency responses. The school district's planning process is critical to a workable emergency response and has been developed to include the following:

- School Emergency Planning Committee
- District Emergency Coordinator and Alternate
- School Building Emergency Coordinator and Alternate
- School District Policy
- School District Control Center and Alternate Site
- School Building Command Post and Alternate Site
- Control Center & Command Post Staffing and Supplies
- School Building Information Report, Floor Plans & Resources
- Emergency Telephone Numbers (internal and external)
- Pre-emergency Planning and Sequential Emergency Response
- Emergency Procedures Training for Students and Staff
- Needs of Handicapped Students and Staff
- Coordination with Local Emergency Management Office and other Governmental and Emergency Service Agencies
- Annual Emergency Plan review and Notice to Students, Faculty and Staff on Emergency Procedures
- Hazard Analysis
- Communication Systems
- Evacuation Procedures and Sheltering Plans (Annual Test)
- Public Information Officer and Alternate

These planned actions by the school district will contribute to the health, safety and well being of students and school employees while helping to preserve the school district's resources and property.

3. PLAN OF ACTION

In an emergency, time is a critical factor in the decision making process. Decision makers need to know if the plans have current and accurate information (names, phone numbers, student information, building resources, etc.) Basic components include:

- Integration of police, fire, emergency medical services, hospitals, gas and electric utilities and transportation.
- Delineation of the roles and responsibilities of personnel at the emergency sites (chain of command).
- Notification of who should be contacted in an emergency and in what order.

To account for the variable character of disaster emergencies and the extent of advance warning, there are three different plans of action to protect the health and safety of students and staff. The three plans are as follows:

1) Go-Home Plan

⇒ The *Go-Home Plan* meets the need to return students to their homes and family as rapidly as possible. Schools need to have current plans that include names and telephone numbers of family and designated surrogates. Special students needs will also be identified and planned for appropriately. It is clear that at no time will elementary school students be returned to unoccupied, unsupervised homes.

2) Shelter Plan

⇒ The *Shelter Plan* or “stay where you are plan,” will be used when the situation is safer inside than outside. For example, during conditions when the roads are closed for outside travel or they are extremely hazardous, sheltering is called for. Generally, sheltering is for a short time – but conditions could warrant extended sheltering. Sheltering plans should include provisions for at least 24 hours. School buildings should be surveyed to identify the *safest area(s)* for occupants.

3) Evacuation

⇒ *Evacuation* to a safe place requires that a building’s inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that students be transported and housed temporarily in some other building. School plans need to include provisions for transportation and use of alternate sites.

These are factors which affect the transportation of pupils in each school district (as well as those students who walk home). The problem of executing a fast and orderly Go-Home Plan during the day is certain to be a complex one. Some districts may take as little as 30 minutes to get all children home while others may require two hours. The time it takes to activate a Go-Home and/or Evacuation Plan of not only public schools, but also non-public schools, is vital information in the coordination of emergency planning at the State, County and Local level.

4. EMERGENCY PLANNING POLICY

The Board of Education directs the Superintendent of Schools to require each building principal and non-instructional supervisor to develop a school Emergency Management Plan in compliance with the Commissioner of Education Regulation 155.13. The plan shall provide for sheltering, evacuation, early dismissal, written notification to students and staff, an annual drill, and coordination with local and county emergency preparedness administrators. These several plans shall be submitted to the District's Emergency Planning Committee for approval and incorporation into the overall district Emergency Management Plan.

The Levittown School District is a participating agency within the Nassau County Office of Emergency Management (OEM). Joint training activities including representatives from local and state police departments, hospitals, fire departments and the State Emergency Management Office (SEMO) will be conducted as necessary in order to insure preparedness for a variety of emergencies. These may include responding to natural disasters, epidemics, terrorist activities or more local issues involving the need for short-term sheltering and or emergency communications.

5. SCHOOL DISTRICT EMERGENCY COORDINATOR

When the School District Emergency Coordinator is notified that an emergency exists, he/she will activate the plan and direct the operation from the District Control Center. Pre-designated members of the Emergency Planning Committee (District-wide Emergency Response Team) will assemble at the District Control Center and implement the emergency response as directed by the Emergency Coordinator. The Emergency Response Team will remain at the District Control Center until the Emergency Coordinator has determined that the emergency is over, or it is unsafe, or no longer necessary to remain. The School District Emergency Coordinator's responsibilities include:

- Take full control upon being notified of an emergency.
- Make immediate decisions regarding emergency response
- Order activation of response and notify appropriate agencies.
- Be prepared to relinquish control to outside agencies.
- Submit post-emergency reports to the Superintendent of schools.
- Perform testing of the Emergency Management Plan on an annual basis.
- Meet with local government and emergency service organization officials to develop procedures for advice and assistance for emergency situations that exceed the expertise and/or resources of the district. These procedures will then be incorporated into the district's Emergency Management Plan.
- Determine when and which educational agencies located within the school district shall be notified of an emergency and the action to be taken.
- Develop Emergency Management Plans with the Emergency Planning Committee for specific emergency responses.

6. EMERGENCY PLANNING COMMITTEE

The Board of Education directs the Superintendent of Schools to establish an Emergency Planning Committee. The duties of the committee will be to develop, continually review and where necessary, to modify and update the School Emergency Management Plan in compliance with the Commissioner of Education Regulation 155.13. During a district-wide emergency, the Planning Committee (Emergency Response Team – highlighted below) will function as an operations group under the command of the district’s Emergency Coordinator and will report to the District Control Center. **This team will also be responsible for post-emergency and post-test response review.**

TITLE *Superintendent of Schools*
NAME Dr. Tonie McDonald
BUS. TELEPHONE 516-434-7020

TITLE *Emergency Coordinator*
NAME Mr. Christopher Milano
BUS. TELEPHONE 516-434-7554

TITLE *Alternate Emergency Coordinator*
NAME Ms. Debbie Rifkin
BUS. TELEPHONE 516-434-7030

TITLE *Alternate Emergency Coordinator*
NAME Mr. William Pastore
BUS. TELEPHONE 516-434-7007

TITLE *Alternate Emergency Coordinator*
NAME Mr. Todd Winch
BUS. TELEPHONE 516-434-7600

TITLE *President, Board of Education*
NAME Ms. Peggy Marengi

TITLE *Principal HS*
NAME Mr. Joseph Sheehan
BUS. TELEPHONE 516-434-7230

TITLE *Principal MS*
NAME Mr. John Avena
BUS. TELEPHONE 516-434-7304

TITLE *Principal ES*
NAME Mr. Anthony Goss
BUS. TELEPHONE 516-434-7476

TITLE
NAME
BUS. TELEPHONE

Faculty Representative
Mr. John Caulfield
516-796-5660

TITLE
NAME
BUS. TELEPHONE

Transportation Supervisor
Ms. Dajuana Reeves
516-434-7589

TITLE
NAME
BUS. TELEPHONE

Buildings & Grounds Supervisor
Mr. Christopher Milano
516-434-7554

TITLE
NAME
BUS. TELEPHONE

Health Services
Dr. Donald Sturz
516-434-7040

TITLE
NAME

President, PTA Council
Ms. Mary Rickard

7. SCHOOL DISTRICT CONTROL CENTER

• ***Control Center Staff***

- Superintendent of Schools: Dr. Tonie McDonald
- Emergency Coordinator: Mr. Christopher Milano
- Alternate Emergency Coordinator: Ms. Debbie Rifkin
- Alternate Emergency Coordinator: Mr. William Pastore
- Alternate Emergency Coordinator: Mr. Todd Winch
- Crisis Team: Dr. Donald Sturz
- Supervisor Buildings & Grounds: Mr. Christopher Milano
- Transportation Supervisor: Ms. Dajuana Reeves
- Public Information Officer: Dr. Tonie McDonald

• ***Control Center Supplies***

- Emergency Telephone #'s Radio Communication
- Telephones Battery Operated AM/FM Radio
- NOAA Weather Radio FAX Machine
- Flashlights, Batteries, etc. Alternate Power Supply
- Floor Plans Special Bldg. Resources
- Computers/Laptops Student Roster
- Parent/Guardian Telephone #'s Maps/Evacuation Routes

8. COMMUNICATION SYSTEMS

During an emergency, internal and external communication systems are vital to an effective emergency response. As one or more systems become unavailable due to the emergency condition, the next most effective form of communication will be utilized. The school district’s communication system will utilize the following methods as deemed most suitable at that time:

Primary Method: District telephone system (including Connect Ed)

1st Backup: District Radios

2nd Backup: Cell Phones

3rd Backup: Public Address System

4th Backup: Alarm System

5th Backup: Mobile Message Transport (by vehicle or foot)

6th Backup: Email/Fax/Internet

7th Backup: News Media

9. PUBLIC INFORMATION OFFICER

The Superintendent of Schools and the designated School District Public Information Officer will be the only official spokespersons for the School District with the media during an emergency situation. Parents and guardians will be notified through the news media of any situation that requires a school to be evacuated. The Public Information Officer will handle emergency notification of the media on behalf of the school district. The Public Information Officer is designated to provide assistance in compiling information on the emergency for release to the media and general public. The Public Information Officer will respond to inquiries from parents and guardians during an emergency. If necessary, a media center will be established to inform the media of the nature of the emergency and give scheduled daily updates. **The media center will be established as deemed necessary to keep the media informed but not interfere with the emergency response due to the nature of its location.**

During situations for which outside assistance is received from emergency service agencies, information regarding the situation will be coordinated with those agencies before being released to the media and public. Information regarding the activities of other agencies in response to the emergency will only be released with their special authorization.

Only the ranking officer of the agency in charge of the response will grant Media access to the emergency scene. School officials will abide by the wishes of the outside agency officials determined to be in control.

- ***Public Information Officer***
Dr. Tonie McDonald 516-434-7020
- ***Alternate PIO***
Syntax
Kathy Beatty 631-589-4000 ext. 147

SCHOOL STAFF TRAINED IN FIRST AID/ CPR/AED

STAFF MEMBER NAME	SCHOOL	SCHOOL#
Karen Gallo	Abbey	434-7400
Mike Gattus	Abbey	434-7400
Jim Kern	Abbey	434-7400
Mirna Hughes	Abbey	434-7400
Carol Conza	Division	434-7150
Patricia Leavy	Division	434-7150
Bill Lehmann	Division	434-7150
Sean Smith	Division	434-7150
Brian Maloney	Division	434-7150
Tom Tuttle	Division	434-7150
Robert McNamara	Division	434-7150
Greg Larkin	Division	434-7150
Terence Rusch	Division	434-7150
Scott Martino	Division	434-7150
Michael Verdi	Division	434-7150
Ryan Snyder	Division	434-7150
Janet Cohen	East Broadway	434-7425
Diane Chapman	East Broadway	434-7425
Pat Nolan	East Broadway	434-7425
Tom Carriero	East Broadway	434-7425
Patrick Meehan	East Broadway	434-7425
Jeanmarie Wink	East Broadway	434-7425
Diane Bowles	Gardiners Avenue	434-7450
Jamie SanFilippo	Gardiners Avenue	434-7450
Tom Brown	Gardiners Avenue	434-7450
Nicole Corron	Gardiners Avenue	434-7450
Maureen Madigan	Gardiners Avenue	434-7450
Joanna Suriano	Gardiners Avenue	434-7450
Lindsay Grand	Gardiners Avenue	434-7450
Jared Vanderbeck	Gardiners Avenue	434-7450
Jami Anspach	Gardiners Avenue	434-7450
Nancy Alt (CPR only)	Gardiners Avenue	434-7450
Joanne Kusky	Lee Road	434-7475
Kathy Mundy	Lee Road	434-7475
Barbara D'Accordo	LMEC	434-7110
Robert McKay	LMEC	434-7110
Ray Ruiz	LMEC	434-7110

Mary Hastings	MacArthur	434-7225
Barbara Angus	MacArthur	434-7225
Bob Fehrenbach	MacArthur	434-7225
Howard Greenblatt	MacArthur	434-7225
Paul Ryan	MacArthur	434-7225
Tom Bobal	MacArthur	434-7225
Bill Farney	MacArthur	434-7225
Chris Berersen	MacArthur	434-7225
Cara Rutzel	Northside	434-7500
Frank Mortillaro	Northside	434-7500
Tracy Alber	Northside	434-7500
John Anglim	Northside	434-7500
Mary McNerney	Northside	434-7500
Julie Guarascio	Northside	434-7500
Jennifer Berkowitz	Salk	434-7350
Kathleen Thomann	Salk	434-7350
Daniel Agovino	Salk	434-7350
John Zampaglione	Salk	434-7350
Jeffrey Aiello	Salk	434-7350
Patrick Mulligan	Salk	434-7350
Rich Cirillo	Salk	434-7350
Bill Kind	Salk	434-7350
Kurt Lassen	Salk	434-7350
Megan Rutigliano	Salk	434-7350
Brian Luball	Salk	434-7350
John Pollack	Salk	434-7350
Caroline Kind	Salk	434-7350
Jean Jannetti	Summit	434-7525
Cynthia Dano	Summit	434-7525
Kristy Grillo	Summit	434-7525
TBD	Transportation	434-7585
Carol Fitzpatrick	Wisdom	434-7300
Kathleen Thomann	Wisdom	434-7300
Eric Bradley	Wisdom	434-7300
John Avena	Wisdom	434-7300
Craig Arvelo-Shaw	Wisdom	434-7300
John Lipani	Wisdom	434-7300

Jordan Dasch	Wisdom	434-7300
Kathy Auer	Wisdom	434-7300
Dave Radtke	Wisdom	434-7300
Chris Letts	Wisdom	434-7300
Chris Leahy	Wisdom	434-7300
Noreen Duffy	Wisdom	434-7300
Ray Downey	Wisdom	434-7300
Valerie Carrillo	Wisdom	434-7300
Patrick Peace	Wisdom	434-7300

10. SCHOOL BUILDING EMERGENCY RESPONSE KIT

Each school building will have an emergency response kit at each command post which will remain in the possession of the school building emergency coordinator upon evacuation of the building or relocation to an alternate command post. The speed bag will contain:

Flashlights	Portable Radio	Cell Phones/Radio
Building Floor Plans/Maps	District Phone Directory	Pens, Paper, Pencils Clipboard
Student Roster	Caution Tape	
School Bldg. Emergency Plan	Emergency Phone #'s	Teacher Sign-in Sheets
Asbestos Management Plan	Parent Phone Numbers	

This bag will be maintained by the building principal and/or his/her designee.

11. SHELTERING & EVACUATION

- ***Sheltering***

School shelter areas will generally be large assembly areas such as gymnasiums and cafeterias. However, the School Building Emergency Coordinator may designate other areas based upon emergency conditions that exist. For example, cafeterias and gymnasiums may need to be avoided during tornados and severe storms that may make them structurally vulnerable or during an exterior bomb threat where the potential detonation is in close proximity to the shelter site.

The School Building Emergency Coordinator, in coordination with the Superintendent of Schools, School District Emergency Coordinator and Director of Facilities, will authorize the use of the school building as a shelter for the public or students from other schools. Responsibility for maintaining records when students are sheltered in another school will be assigned to the School Building Emergency Coordinator of both the evacuated and host school.

For situations where the school is used as a shelter for the general public, the American Red Cross as per written agreement in the appendix of this emergency plan will assume responsibility for shelter operations.

- ***Evacuation***

The School Building Emergency Coordinator, in consultation with other appropriate personnel, will issue an order to evacuate. As in normal school activities, teachers and staff will maintain responsibility for the welfare of students during an evacuation. Parents and guardians will be notified through the news media of any situation that requires a school to be evacuated. The School District Public Information Officer will coordinate media notification.

Responsibility for securing an evacuated building will reside with the School Building Head Custodian. The School Building Emergency Coordinator will insure the security of school records, special equipment, etc., that may be left behind.

Before an evacuated building is re-inhabited, the School Building Emergency Coordinator in consultation with other appropriate school district staff and public officials (Fire Marshal, Health Department, Police

Department, Local Emergency Management Office, etc.) will insure that no conditions exist that would prevent safe school operations.

12. EMERGENCY EVACUATION OF DISABLED PERSONS

The purpose of this procedure is to provide guidance for the emergency evacuation of disabled students and staff from school buildings during emergencies and drills.

- ***Emergency Procedures for Multi-Story Buildings***

- ⇒ Elevators will not be used for emergency evacuations or practice drills.
- ⇒ Conduct classes and activities for the disabled on the first floor of multi-story buildings whenever possible.
- ⇒ When classes and activities for the disabled are conducted above the first floor, designated teachers, staff members, and other persons responding to the emergency or practice drill will use the following evacuation procedures:
 1. Escort walking disabled from multi-level evacuation points to designated first level assembly areas outside the building when the alarm is sounded.
 2. Escort wheelchair-bound/immobile disabled to pre-determined stairwell landings when the alarm is sounded. Responding persons will remain at the stairwell landings that are designated evacuation points during evacuations or drills.
 3. The person in charge of each landing evacuation team will provide orientation to the other team members relating to proper lifting and carrying team techniques, evacuation routes and location of assembly areas.
 4. Roll call will be taken at all assembly areas to insure that all persons are accounted for.
 5. The School Building Emergency Coordinator and/or outside agency responders will be contacted immediately and advised of any person not accounted for.
 6. Fire drills will be held as dictated by state and local regulation.
 7. The School Building Emergency Coordinator will contact the local Fire Department for their assistance in establishing building evacuation plans and procedures. They will be asked to attend practice fire drills.

- ***Emergency Procedures for Single-Story Buildings***

- ⇒ Designated teachers, staff members and other persons responding to the emergency or practice drill will use the following evacuation procedures:
 1. Walking disabled and wheelchair-bound will be escorted from their evacuation points to designated assembly areas.
 2. Immobile disabled will be physically taken from evacuation points to designated assembly areas.
 3. Remaining procedures are the same as for multi-story buildings note above.

13. BOMB THREAT STANDARDS

- Section 807 of the Education Law, Attorney General’s opinion, declares a **bomb threat as a potential emergency with no time to debate whether the threat is genuine**. A bomb threat, even if later determined to be a hoax, is a criminal action. The decision whether or not to evacuate is dependent upon information received in the threat, and how credible that information is. Alternatives include:
 - **Compartmentalization (Shelter-In-Place)** – students remain in their present locations while school administration and authorities assess and investigate the threat. Variations of this concept include moving certain segments of the school population to sanitized areas based on new or developing information. In this instance, certain areas of the building, and routes to those areas, may be sanitized during the event. Pre-trained, volunteer staff members (search teams), should be utilized for this purpose.
 - **Pre-clearance** – This option (typically utilized during Regents examinations or during other school-wide events) may only be implemented prior to the receipt of an actual bomb threat. Pre-clearance of school buildings can be conducted if proper procedures are followed and security is maintained from the start of the school day and continually monitored throughout the day to ensure that no suspicious objects have been brought into the building by students, visitors or staff. If the school district can assure compliance with recommended guidelines for this procedure, then evacuation may not be necessary. School districts should make sure that they meet all requirements before choosing this option. The New York State Education Department Guideline for Pre-clearance of a School Buildings is as follows:
 - Staff must be assigned to do a *walk-through* of the buildings and grounds prior to the arrival of students in the morning to ensure that there are no suspicious objects in or around the building.
 - Staff completing the *walk-through* must report findings to the school principal.
 - Monitors must be assigned to walk around the outside of the building if state examinations are being administered.
 - A single point of entry to each building for students and staff must be established, and monitored by school personnel.
 - School staff must monitor all exits.
 - In the case of state examinations, students must not be admitted to the building more than 30 minutes before the start of that examination.
 - Students may only be admitted to the building after passing through a checkpoint to ensure that they are bringing with them only pre-approved items.
 - Student book bags and knapsacks must be inspected.
 - It may be appropriate to send a notice home prior to the event to clearly state that book bags will not be permitted for that particular event.
 - During state examinations, testing locations are to be clearly marked.
 - Students must only be allowed in the areas of the building where exams are being administered.
 - All lockers, including unassigned lockers, must have locks.
 - A reporting procedure must be in effect for sighting any unusual object or behavior.
 - Parking adjacent to buildings should not be allowed.

- ***Building Evacuation***

- ⇒ ***Building Specific Bomb Threat*** - The specific school building will be evacuated as quickly and effectively as possible after a search of exit routes and evacuation areas has been conducted (search teams will be established for this purpose). All building occupants will be evacuated to a safe area and accounted for (It is assumed that damage and injury from an explosion can occur within an area of **at least 1000 feet from the point of detonation**).
- ⇒ ***All District Bomb Threat*** - Bomb threats that are announced as district-wide (no indication of a specific location) will result in the evacuation of all school district buildings and the activation of a combination Go-Home Plan and Evacuation to non-school building evacuation sites.

- ***Sheltering – Bomb Threats in Outside Areas***

- ⇒ If the bomb threat indicates that the explosive device is in a car, school parking lot or somewhere else outside the building, then students and staff will remain inside the building. All individuals outside the building will be moved inside or to a safe distance from the suspected bomb area.
- ⇒ Students will be sheltered only in areas that have been “sanitized and cleared” (this will be coordinated with local law enforcement officials).
- ⇒ Depending on the nature of the bomb threat call, special consideration will be given to building occupants in rooms on outside walls and window areas. Building occupants will be moved to areas that are free of glass.

- ***Weather Conditions***

- ⇒ If administration has decided to evacuate due to a bomb threat weather conditions will generally not be a consideration unless the severity of those conditions make the outside threat greater than the potential bomb threat. In such instances, a Shelter-In-Place can be utilized. The school building will be evacuated immediately regardless of the weather. Since the possibility of inclement weather does exist, consideration will be given to procedures for addressing prolonged outdoor exposure (such as sheltering in school buses or outside vehicles, local homes, or movement to another site) or sanitizing and clearing of an internal building area.

- ***Immediate Police Notification***

- ⇒ A bomb threat is a criminal act and falls within the domain and responsibility of law enforcement officials. Local law enforcement officials will be notified immediately of any bomb threat. **School personnel are not authorized to make any determinations related to bomb threats or suspicious packages.**

- ***Police Investigation – Search Activities***

- ⇒ Law enforcement agencies are responsible for all investigations of criminal activities. Depending upon resources and circumstances, police agencies will determine the number of officers sent to look for a suspect device, remove the suspect device, and conduct follow-up investigative activities.

- ***School Staff Search Involvement***

- ⇒ Police officials may request volunteer assistance from school staff due to their familiarity with the building and their ability to recognize what may be out-of-place or unusual to the building. This does

not include touching or handling suspect objects. School staff are not required to be involved in emergency operations if it is not part of their duties.

⇒ School staff should routinely report to building administration any suspicious or unusual objects seen in the school building or on school grounds.

- ***Returning to a Building***

⇒ After consulting with law enforcement officials, the School Building Principal (IC), Superintendent of Schools, and Director of Facilities will make an informed decision about re-entry into the building (this is different from the legal authority of officials who declare a building safe for re-occupancy after a fire alarm). Based on information received from police, one of the following actions will be taken:

- ◇ Re-enter the building and resume classes.
- ◇ Relocate the building occupants to another facility.
- ◇ Re-enter the building within a set time.
- ◇ Have an early dismissal.

- ***Notification Requirements***

⇒ **School Superintendents must notify the BOCES District Superintendent as soon as possible whenever the School Building Emergency Response Plan is activated and results in the closure of a school building.** The BOCES District Superintendent is to notify the State Education Department of all school building closures not related to routine snow emergencies.

⇒ Schools receiving bomb threats are required to document each incident on the ***Violent and Disruptive Incident Report (VADIR) Form***. On the form, item 2 (category of incident, #14, bomb threat) should be used for this purpose. The total number of such incidents for each school building will be documented on the ***Summary of Violent and Disruptive Incidents Form*** (July 1 – June 30) and be reported annually to SED electronically through the **On-Line BEDS IMF Application**.

- ***Criminal Behavior***

⇒ The school district will periodically disseminate information to students and staff informing them that reporting a false bomb threat is a crime that may result in imprisonment and/or civil penalties.

- ***Telephoned Bomb Threat***

⇒ Obtain as much information as possible (**refer to the FBI bomb threat call checklist provided in Section 4**). If a written bomb threat is received, handling should be kept to a minimum to avoid damage to the evidence.

- ***False Reporting Prevention***

⇒ The school district will consider the following strategies to discourage false reporting of an incident designed to threaten life and property:

- ◇ Installing a Caller ID System on school telephone lines.
- ◇ Arrangements with local telephone companies to provide for the immediate trap and trace of telephoned bomb threats.
- ◇ Installing video cameras in places where public telephones are located.
- ◇ Instructing students and staff to immediately report the presence of strangers in the building and unusual or suspicious objects.
- ◇ Establishing a policy where all “lost time” due to disruptive hoaxes will be made up.

- ◇ To insure testing integrity, developing contingency plans for bomb scares during times of academic examinations.
- ◇ Training all school personnel who would generally be the first receiver of a telephoned bomb threat.

14.SCHOOL BUILDING VOLUNTEER TEAMS

Each school building will assemble a volunteer bomb threat response team to assist law enforcement officials in identifying suspicious or out-of-place items, which would only be known to in-house staff familiar with the building. This same team may also be utilized to sanitize specific areas of the building if in-house sheltering or pre-clearance of evacuation routes becomes necessary. Teams will be trained for this purpose by local law enforcement authorities.

This Section will not be filled out until training is offered.

<i>School Building</i>	<i>Search Team/Training Date</i>
------------------------	----------------------------------

15. EMERGENCY DRILLS & NOTIFICATIONS

At least once every school year, the school district will conduct a test of its Emergency Plan for sheltering and early dismissal in cooperation with local emergency management officials when possible. Such drills will not occur more than fifteen minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test. Parents or guardians will be notified in writing at least one week prior to such a drill. All students and staff will receive written information about the district's and school's emergency procedures by October 1 of each school year (See appendix).

- ***Sheltering Drill***

Upon notification of an impending or actual emergency or drill, the School Building Emergency Coordinator will direct students and staff to designated assembly areas or remain in classrooms as appropriate. Designated areas are defined on page 8 of this plan. The test of the sheltering plan will include the following components:

- ⇒ Alerting and warning
- ⇒ Communications
- ⇒ Staff procedures
- ⇒ Movement of students to designated areas within the school building
- ⇒ Evacuation procedures

- ***Early Dismissal Drill***

Due to the double trip requirements for transportation, students who would normally ride on a later bus will gather in the assembly area designated in the shelter plan on page 8. They will stay there until their assigned bus has returned from its first trip. Staff personnel in the assembly area will supervise students in assigned areas of the assembly room. Students will be released to their assigned buses when such buses are

announced as available. Normal bus schedule will be followed for the early dismissal plan but moved up for the fifteen minute drill period, or in the event of a real emergency, immediately after the decision is made for an early dismissal. The test of early dismissal plans will include the following:

- ⇒ Alerting and warning
- ⇒ Communication
- ⇒ Resources
- ⇒ Staff procedures
- ⇒ Transportation
- ⇒ Public information
- ⇒ Evacuation procedures

16. EMERGENCY PREPAREDNESS AND SCHOOL BUS SAFETY

DRIVER and ATTENDANT RESPONSIBILITIES

While terrorist activity has occurred in our country for centuries, recent events have increased the public awareness and sensitivity to threats to children and schools. In school bus transportation, the driver and attendants play the key role in assuring the safety of our children – from criminal acts as well as from traffic dangers.

Be Prepared for Unanticipated Operations

Leave the yard with a **full fuel load** and with all equipment and supplies (first aid kit, fire extinguisher, etc.) stocked. ***Always perform a complete pre-trip inspection.*** Always report the use of any safety supplies for immediate replenishment. The bus must be ready for unexpected, last minute changes in assignment. The bus may have to travel much longer distances and remain in service longer than usual.

Stay Alert (Double-Take Rule)

If you see something that makes you take a second look - make a special note of it. Your subconscious is responding to something that seems to be out of place. Satisfy yourself that there is no immediate hazard to avoid the “threat” and report it to the dispatch office so other drivers and attendants may be alerted.

Suspicious Object (The Four B’s)

The most common object used to hide contraband, explosives and weapons are:

Bags

Bottles

Boxes

Backpacks

If you find one of these near or in your bus and cannot associate it with a passenger, consider it suspicious and a possible threat. If you cannot otherwise confirm that is not a threat, call the dispatch office for assistance.

School Bus Security Rules

- Never open the door to speak with someone you do not know

- Never allow an unauthorized person to enter the bus. Ensure that chaperones or guest riders have been authorized by a proper authority figure
- Never accept boxes, packages or bags for transporting
- Never let a suspicious situation go without taking note and acting when necessary
- Never discuss in public details of routes, stops and passengers
- Never operate a bus without conducting a safety and secure sweep of your bus' interior for suspicious items
- Never assume that a bag or backpack left on the bus is safe. If suspicious, contact the dispatch office

Conduct a Pre-Trip Security Inspection Whenever the Bus Has Been Parked Unattended

Pay particular attention to:

- Tires - check for objects under or near the tires, such as spikes, nails or metal objects
- Drops or puddles of fuel, brake fluid, coolant or any other unknown substance
- Objects placed on or in the bus that are new or unusual, such as bas, bottles, or boxes. This check includes observing what passengers bring on the school bus that is new
- The top of the bus and interior compartments

Field and Activity Trips

- The bus should be parked as close to the activity site as possible. Check the bus frequently during the activity
- When possible, park the bus in public view. Try to park near an area of regular traffic or pedestrian flow
- Park the bus directly under or near outside lighting
- When you approach the parked bus be aware of any person(s) on or near the bus and note their description
- Allow only authorized passengers to board the bus

On the Road

- Be aware of anyone following your bus. Notify dispatch and, if possible, provide a vehicle description, license plate number and driver description
- Be aware of suspicious people and vehicles on freeway overpasses, train trestles, or above tunnel entrances
- Avoid being "blocked in" by other vehicles. Always leave an escape route
- If the bus is struck by gunfire or other projectile (rocks, thrown objects, etc.), leave the area immediately, stop in a safe location and check for injuries and damage, and notify dispatch.
- Try not to stop next to or between large deliver trucks or tractor trailer trucks

Loading and Unloading Students at Stops

- When approaching the stop, be aware of unusual vehicles or people nearby. If they pose an immediate and serious threat, do not stop; immediately notify the dispatch office
- Be aware of homes, apartments or business buildings near your stop that have items unusual for the location outside
- Report unusual odors coming from homes, apartments or business buildings near your stops

17. NATIONAL AND LOCAL EMERGENCIES

The Federal Government has established a color-coded risk level notification system. The Office of Homeland Security has offered suggestions as to school district responses to the various levels. The Emergency Coordinator in consultation with the Superintendent of Schools will determine the specific response for the Levittown Public Schools. In general, for the first forty-eight hours after any emergency or after the increase in alert to the next higher level (e.g., from Green to Yellow or from Red 5 to Red 4) the District will respond with the maximum security parameters recommended at that level in order to permit time for analysis and planning. To the degree possible and consistent with concerns for security, parents will be provided with as much information possible concerning the options available to the District and asked to make plans with their children as regards these various circumstances.

18. HOMELAND SECURITY RECOMMENDED ACTIONS

Level Red – Severe Risk

Please note that a red alert will be declared only in the event of an imminent, site-specific threat. Such an alert is likely to be very localized, based on credible intelligence information. Not all areas of the state will be affected the same in the case of a statewide red alert.

- R1** Close school before opening
- R2** Close schools while in session – Districts will close schools as soon as it is feasible. Students will not be released unless there is reasonable assurance that they will be in the custody of legally designated adults. Any student who is not released will be transported to one designated site within the district. Parents will be notified in advance of this procedure.
- R3** Lockdown - School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed.
- R4** Short-term Shelter in Place – Everyone reports to the assigned classroom as quickly as possible. Close and lock classroom doors and windows. Students not in the room are to report to the alternate shelter site. Take attendance. Intercoms, radios and televisions may be used for getting information during the event. Do not allow anyone to leave the classroom. Wait for further instructions.
- R5** Transfer to Alternate Location or Emergency Shelter – In the event of an order of a full evacuation to another building, or to a non-school building, assigned nurses will move first-aid supplies & medications with special needs students to their designated building(s). Staff will be assigned to students who need special treatment. REMAIN at the assigned area until released.

Level Orange – High Risk

- 01** Complete O2 and activate Lockout Procedures - This procedure allows the school to continue with the normal school day, but curtails outside activity. Allows no unauthorized personnel into the building.
- 02** Complete Level Yellow
 - Limit access to facilities
 - Review facility use
 - Evaluate field trips

Level Yellow – Elevated Risk

Review building use permits
Confer with authorities for further actions

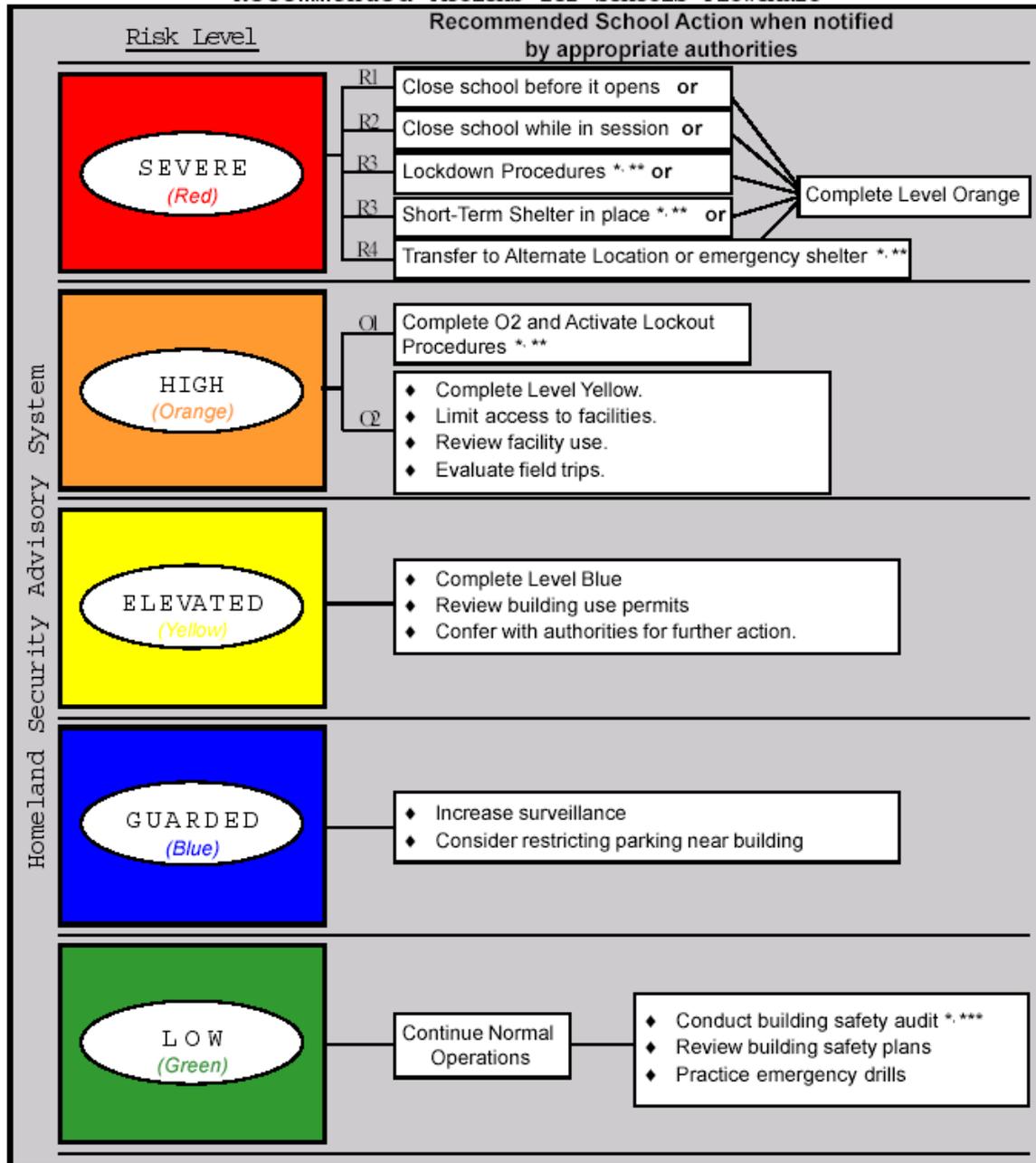
Level Blue – Guarded Risk

Restrict parking and increase surveillance

Level Green – Low Risk

Normal Operations

Color Coded Risk Level System and
Recommended Actions for Schools Flowchart



Homeland Security Advisory System

These are all actions to be taken by school districts upon direction from the County Executive, State Education Department, State Police, and/or State Emergency Management Office through the District Superintendent.

* See page 7 for definitions.

** See page 13 for instructions and response actions.

*** See page 16 for instructions and response actions.