



SMITHTOWN CEN

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# *District-Wide Safety Plan*

## Policy Statement

The District-Wide 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 District's school buildings.

The Board has appointed, under the direction of the District Superintendent, a District-Wide Safety Team to develop, implement and maintain all provisions of the Plan. After at least one public meeting, this plan was adopted by the Board of Education on September 14, 2021. This plan incorporates all Building-Level Emergency Response Plans that have been developed by the Building-Level Emergency Response Teams appointed by the Building Principals. In the event of an emergency or violent incident, the initial response at an individual school building will

Designation of the Chain-of-Command (Incident Command)

Plans to contact parents and guardians including when students make threats

## District-Wide Safety Team

The District-Wide Safety Team will seek to include the representation noted below. The major function of the District-Wide Safety Team is to create the District-Wide Safety Plan and update, as necessary.

REPRESENTATION	NAME
Board Member	John Savoretti
Alternate Board Member	Michael Catalanotto
Superintendent	Mark Secaur
District Security Consultant	Don Flynn / Ray Rusielewicz
Asst. Supt. For Finance & Operations	Andrew Tobin
Asst. Supt. for Instruction & Admin.	Kevin Simmons, Ed.D.
Assistant Superintendent for Personnel	Oll



## Responsibilities of the District-Wide Safety Team

The District-Wide Safety Team will act as a **Threat Assessment Team** with the responsibility to assess the vulnerability of the District to violence and recommend to the District Superintendent and 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 District-Wide Safety Plan to determine its success in violence prevention. Some of the team's primary responsibilities will include:

- 1) Recommending training and instructional programs for students and staff in violence prevention and mental health. Annual staff training will be completed by **September 15<sup>th</sup>** and may be included in existing professional development. New employees will receive training **within 30 days of hire**.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.











Collect facts on how the incident occurred.

Emergency Response Protocols (not all inclusive)  
Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the ev



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

Detailed response

## Protective Action Options

Building-Level Emergency Response Plans, which are confidential, address the following response actions as determined by the nature of the emergency. Specific response actions are explained in detail in each building plan:

School Cancellation

Early Dismissal

Evacuation/∓° :



## Pandemic Planning

The District-Wide Safety Plan is based on addressing the four phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery). This Pandemic Plan is built upon the components already existing in the District-Wide Safety Plan that also incorporates the Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section

Services









HOSPITALS

TELEPHONE DIRECTORY

Town of Smithtown Officials

Supervisor . . . . . 631 360-7600

Deputy Supervisor . . . . . 631 360-7600

Highway Superintendent . . . . . 631 360-7500

Departments

Animal Shelter . . . . . 631 360-7575

Building . . . . . 631 360-7520

Civil Defense

Smithtown Public Safety . . . . . 631 360-7553

Engineering . . . . . 631 360-7550

E  
M

f

~~Environment & Waterways~~

Suffolk County

Police ..... 911

Suff

Appendix 2

SMITHTOWN CENTRAL SCHOOL DISTRICT - SCHOOL OFFICES CONTACT INFORMATION

BUILDING		PHONE	LOCATION
Accompsett Elementary		631 382-4155	Main Office
		631 382-4160	Health Office
		631 382-4185	Custodian Office
Accompsett Middle School		631 382-2305	Main Office
		631 382-2320	Health Office
		631 382-2328	Custodian Office
Dogwood Elementary		631 382-4255	Main Office
		631 382-4260	Health Office
		631 382-4275	Custodian Office
Facilities		631 382-4130	Office
Great Hollow MS		631 382-2805	Main Office
		631 382-2825	Health Office
		631 382-2847	Chief Custodian's Office
High School East		631 382-2705	Main Office
		631 382-2775	Custodian Office
		631 382-2710	Health Office



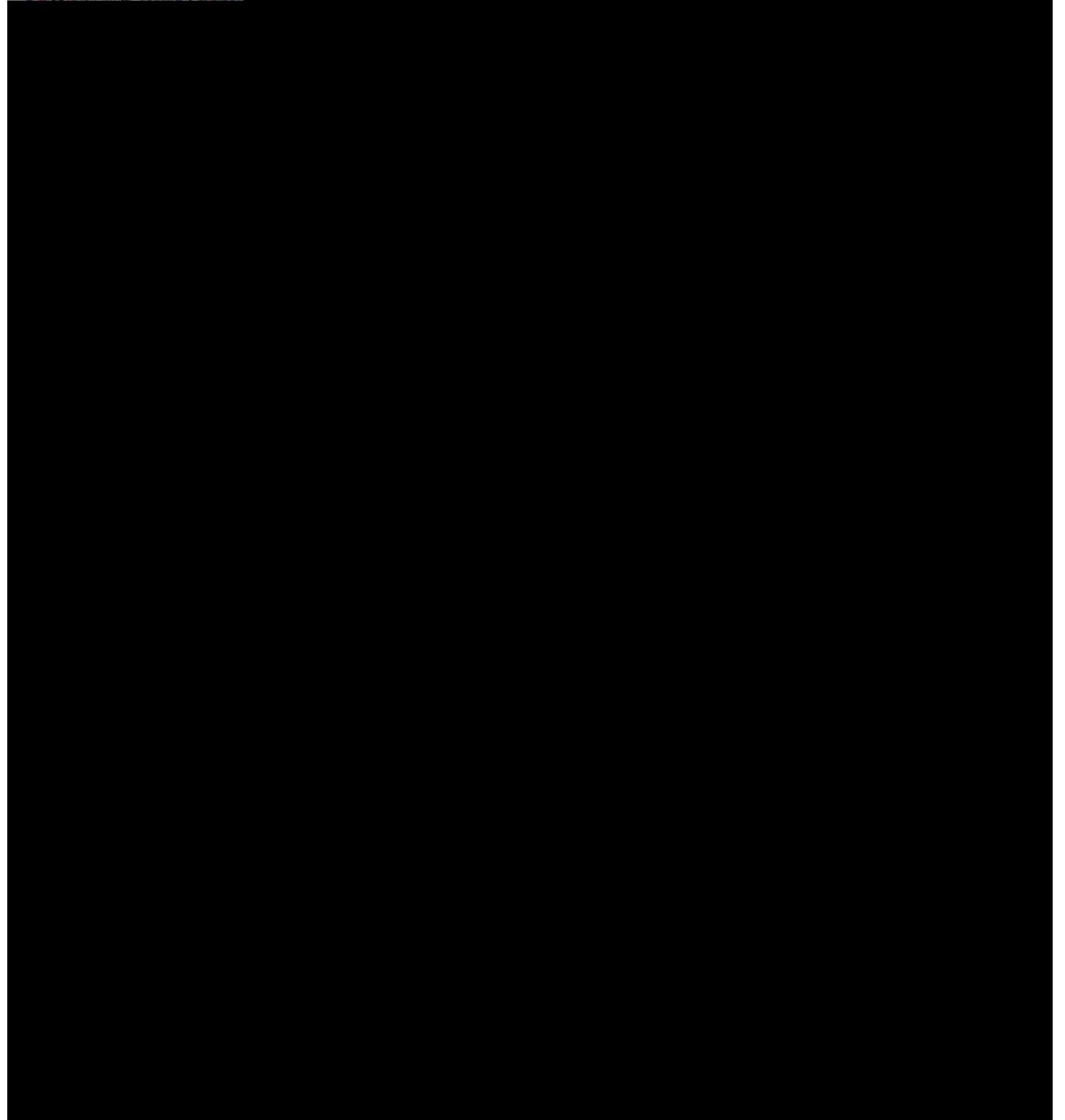
St. James Elementary		631 382-4455	Main Office
		631 382-4460	Health Office
		631 382-4475	Custodian
Smithtown Elementary		631 382-4505	Main Office
		631 382-4525	Custodian Office
		631 382-4510	Health Office
Tackan Elementary		631 382-2675	Main Office
		631 382-2680	Health Office
		631 382-2695	Custodian Office
Transportation		631 382-4100	Office

epidemic system that would alert  
and assist staff

Completed In Progress Not Started

Consider developing in concert with the local health department an  
on-line health department and substance abuse in addition to  
the current one

epidemic system that would alert and assist staff







## APPENDIX 5

### Communicable Disease - Pandemic Plan

#### Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergence

In the

Groundskeepers	Responsibilities for Grounds district-wide	Lawn/field care, lock up fields, tracks and playgrounds, moving needs	work regular shifts Facilities is 5 days a week-expected to work regular shifts	Regular work shifts expected
Maintenance Mechanics	Responsibilities for Maintenance district-wide	Maintenance work order assignments, renovation and repair projects	Facilities is 5 days a week-expected to work regular shifts	Regular work shifts expected
Business Office Accounting/ Accounts Payable	Process invoices/payments district-wide	Prepares necessary information to process invoices and maintain financial information	Staggered schedule could be implemented	Staggered schedule/hours
Business Office Payroll	Process payroll district-wide	Process payroll, update deductions/changes in salary, overtime sheets, claim vouchers, etc. cpe		

Assistant Cooks	Oversee and support food preparation	Coordinates and supports the kitchen responsibilities and preparation of meals	Food Services is 5 days a week- hours will be staggered to account for food prep and distribution	Staggered schedule to be implemented (similar to schedule used during March - June 2020)
Food Service Workers	Deliver food to location, tally/report meals served	Support needs of Assistant Cooks and School Lunch Director	Food Services is 5 days a week- hours will be staggered to account for food prep and distribution	Staggered schedule to be implemented (similar to schedule used during March - June 2020)
Security	Provide security district-wide	Post Security staff at Command Center and Mobile patrols	Security will be 5 days a week, but security staff will perform staggered shifts	Full-time operation with individual staggered shifts
Driver / Messenger	Courier services	Courier services for mail, check deposits and interoffice correspondence	Staggered schedule could be implemented	Staggered schedule/hours
Assistant Superintendent for Personnel	Over sees personnel operations	Responsible for addressing medical leave of absences and other personnel transactions	Staggered schedule could be implemented	Staggered schedule/hours
Office Assistants-Personnel Department (includes all titles within the dept.)	Non-Certified & Certified staff support	Responsible for payroll process, onboarding and termination of existing employees in the WinCap	Staggered schedule could be implemented	Staggered schedule/hours
Director of IT	Oversees IT services and cybersecurity district-wide.	Oversight of onsite and remote systems to support instruction and operations.	Staggered schedule could be implemented.	Staggered schedule/hours. Onsite as required to support IT operations.
Systems Administrator (Data Team)	Maintain data systems and respond to information requests.	Provide information for data driven decisions. Process alerts via robo-messaging and website.	Staggered schedule could be implemented.	Staggered schedule/hours. Onsite as required to support IT operations.

Net

Mobile







Routine disinfecting of high touch areas 3x daily. High touch areas are to consist of but are not limited to:

Lunch tables cleaning and sanitizing

Doorknobs

Light switches

Bottle fill stations

Cleaning restrooms- toilets, faucets, soap dispensers and towel dispensers

Stairwell

Elevator doors and buttons

Classroom Nightly Disinfecting Procedure:

Spray disinfectant on applicator (Rag, paper towel, flat mop ) and wipe down leaving the surface moist:

Wipe down all wallsWash all cabinets (cabinet handles)

Clean book shelves completely

All file cabinets wiped down

Auditoriums/ Libraries -

## Hand Sanitizing:

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff

