

# **DISTRICT WIDE SCHOOL SAFETY PLAN**

**2023-2024 SCHOOL YEAR**

**SAGAPONACK COMMON  
SCHOOL DISTRICT**

**P.O. Box 1500  
400 Main Street  
Sagaponack, NY 11962**

## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district wide plan is responsive to the needs of the Sagaponack Common School District and is consistent with the more detailed Building Emergency Response plan required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district.

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to the Building Emergency Response Plan. Building relationships and community engagement are vital to building a safer school community.

The Sagaponack Common School District supports SAVE Legislation, and has engaged in a planning process. The Superintendent of Schools/Building Principal encourages and advocates for ongoing district wide cooperation and support of Project SAVE.

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

The Sagaponack Common School District Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 by a team appointed by the Board of Trustees for this purpose.

### **B. Identification of District Wide School Safety Team**

The Sagaponack Common School District has appointed a District Wide School Safety Team consisting of, but not limited to: Teachers, an administrator, a parent and a community member. Positions/affiliations are as follows:

- Superintendent/Building Principal\*
- Town Police
- Town Fire Department
- Teacher (1) \*
- Teacher (2) \*
- Community Member \*
- SDMC/Parent \*
- Town Emergency Representative

---

\* The District-Wide Safety Plan pertains to both the Sagaponack School and the classroom at Most Holy Trinity, IF the classroom is in use.

\* Members of the Sagaponack Shared Decision-Making Committee who also serve in a dual role of the District's Safety Committee.

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

- The District Wide School Safety Team built upon what was already in place, specifically the existing Emergency Response Plan that had been developed in 2001 and updated yearly. This was done to provide employees with readily available information about how to respond to a crisis. In addition, on a regular basis, staff meetings are held in the Sagaponack School on issues related to school violence, the planning process for dealing with crises, violent behavior in our society and assessing threats.
- The District Wide Safety Plan is linked directly to the individual Building Emergency Response Plan updated for the Sagaponack School. Protocols reflected in the District Wide Safety Plan and New York State SAVE legislation have guided the development and implementation of the Building Emergency Response Plan.
- In the event of an emergency or violent incident, the initial response will be by the Building Emergency Response Team.
- Upon activation of the Building Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

This Plan seeks to develop a solid framework upon which the Sagaponack Common School District can provide:

- A safe learning environment for our students
- A thorough and thoughtful process for responding to a wide range of emergency situations

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

- This plan shall be reviewed and maintained by the District Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulations 155.17 €(3), this plan will be made available for public comment 30 days prior to its adoption. The District Wide Plan may be adopted by the Board only after at least one public hearing that provides for the participation of school personnel, parents, and any other interested parties. The plan must be formally adopted by the Board of Trustees.

- While conforming to the District Wide Safety Plan, the Building Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building Emergency Response Plans will be supplied to local and State Police within 30 days of adoption via the NYSED Portal.

## **Section II: Risk Reduction, Prevention and Intervention**

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

#### *Program Initiatives*

The District Wide School Safety Plan provides the framework for the Building Emergency Response Plan. The Sagaponack Common School District proactively implements a variety of early detection and preventive programs to reduce the risk of violence. The following list some of these initiatives and/or their provider:

- Teacher-Teacher Mentor Program
- Part Time School Psychologist
- Dignity Act Training (DASA)
- Character Education
- Collaboration with State and local authorities
- School Code of Conduct
- Guidance Plan
- Response to Intervention (RTI)
- See something, say something training for students and staff

#### *Training, Drills and Exercises*

All staff will be provided training on the District-Wide Safety Plan and the Building Emergency Response Plan by September 15<sup>th</sup>.

Safety drills and exercises will be conducted periodically and as required by law.

These drills and exercises include but are not limited to:

- Evacuation drills
- Lockout Drills
- Lockdown Drills
- Emergency Go-Home drills
- Tabletop Exercises

The effectiveness and efficiency of these drills will be reviewed and addressed by the School Superintendent/Principal and the Building Emergency Response Team.

All personnel who regularly answer phones have received and placed a card near their phones with protocols for gathering data in the event of any and all threats made over the phone.

Violence prevention in our district is not an individual effort but a collaborative effort by all staff and faculty who continually seek out research-based programs, academic intervention programs, counseling initiatives and implement skills that they acquire. Our teachers, teacher aides, student aide, secretary, administrator, custodian and support staff all work together to offer a safe school climate.

The District Wide School Safety Team will recommend additional resources, programs and training as needed.

### *Implementation of School Security*

Security measures adopted by the district include:

- Visitors to the building are identified on the exterior security cameras prior to gaining access into the building.
- After identification, visitors are required to sign in the office.
- All events held during the school day require sign in.
- Teachers and secretary carry a "panic/emergency" button with them at all times. When button is pressed, the signal goes directly to the security system dispatch which instantly notifies the local police.
- Emergency door locks

### *Vital Educational Agency Information*

The district maintains information on:

- School population
- Number of staff
- Transportation routing
- Telephone numbers of key officials

## **B. Early Detection of Potentially Violent Behaviors**

The Sagaponack Common School District will implement procedures for dissemination of informative materials regarding the early detection of possible violent behavior, including but not limited to: the identification of family, community and environmental factors to teachers, administrators, parents, and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

## **C. Hazard Identification**

The District-wide School Safety Team, in conjunction with local officials, has identified areas outside school proper that may impact the school during an emergency. Considerations included were:

- Population
- Presence of Hazardous Materials Transported on neighboring roads
- Potential for Emergency Based on National or Local Trends
- Proximity to District Property

Specifics to these hazards are maintained within the Building Emergency Response Plan.

## **D. Suicide Prevention**

The District recognizes that suicide is a leading cause of death among young people and will take a proactive approach in preventing deaths by suicide. As such, our staff (including our part time school psychologist and part time school nurse) will develop a specific set of guidelines and procedures to assess the risk of and intervene in response to youth suicidal behavior.

### **Section III: Response**

#### **A. Notification and Activation -Internal and External Communications**

In the case of an emergency within the district, whether it is a violent incident, or other emergency, the school incident commander will contact the Superintendent/Principal or designee as soon as practical. The Superintendent/Principal or designee is authorized to contact the local law enforcement authorities who have access to the building and are listed in the Building Emergency Response Plan. Additionally, notification of the disaster or act of violence may be made throughout the district via telephone, email, fax, district web site, Remind System and the local media.

##### *Protective Action Options*

During certain emergency situations, one of a variety of protective actions needs to be employed. Summaries of the options are found below. Detailed plans associated with procedures for the school building will be incorporated into the Building Emergency Plan.

- **School Cancellation** will be used when information regarding a potential crisis is received with enough lead-time to alert all staff and students, such as weather-related incidents for which ample warning may be provided
- **Early Dismissal** will be used when school is in session and there is time to return staff and students to their homes and more than 15 minutes remain in the school day
- **Evacuation/Relocation** will be used when school is in session and it has been determined that the school does not provide a safe environment for staff and students
- **Sheltering** will be used when school is in session and it is determined that early dismissal and evacuation are not safe options. This response is to be implemented whenever a situation exists that makes staying inside safer than being outdoors. Examples might be hazardous weather conditions and toxic environmental releases
- **Lockout** will be used in response to incidents of actual or potential threat from outside the building
- **Lockdown** will be used in response to incidents of actual or potential threats of violence

#### **B. Situational Responses**

##### *Multi-Hazard Response*

The Sagaponack Common School District's Building Emergency Plan provides details to the actions in emergencies that may include the following situations:

|                         |                    |                       |
|-------------------------|--------------------|-----------------------|
| Threats of Violence     | Intruder           | Explosive/Bomb Threat |
| Natural/Weather Related | Hostage/Kidnapping | Hazardous Material    |

Others as determined by the District Wide School Safety Team.

*Responses to Acts of Violence: Implied or Direct Threats*

In the event of an implied or direct threat (threats are alarming statements or behaviors that give rise to concern about subsequent behavior) of violence by a student, staff member, intruder or visitor to the school, the Superintendent/Principal or designee should be informed immediately by the threatened individual or a staff member who becomes aware of the threat. The Superintendent/Principal or designee will determine what steps need to be taken based on the nature of the incident. The steps may include notification to the Superintendent/Principal or designee, further investigation, threat assessment, activation of the Building Emergency Response Team and/or notification of local authorities.

*Acts of Violence*

Acts of violence by students, staff members or visitors to the school will not be tolerated. In the event of such an incident, the Superintendent/Principal or designee should be informed immediately by the victim or staff member who becomes aware of the incident. The Superintendent/Principal or designee will determine what steps need to be taken based on the nature of the incident. The steps may include notification to the Superintendent/Principal or designee, further investigation, threat assessment, activation of the Building Emergency Response Team and/or notification of local authorities. Depending on the nature of the situation, other actions such as lockdown, hold in place, lockout or emergency evacuation may be necessary.

*Response Protocols*

The Sagaponack School Building Emergency Response Plan provides detailed information regarding protocols and responses to threats of violence, bomb threats, hostage takings, intrusions and kidnappings. The following protocols are provided as example:

- Shelter in Place
- Lock Out
- Evacuation
- Lockdown

*Arrangements for Obtaining Advice and Assistance from Local Government*

The Superintendent/Principal or designee, in an emergency, will contact 911 for police, fire or EMS response. The Superintendent/Principal or designee will contact the Southampton Town Supervisor’s (Jay Schneiderman) Office for notification and/or assistance.

### *Procedures for Obtaining Advice and Assistance from Local Government Officials*

The Superintendent/Principal or designee, in an emergency, will contact the Southampton Town Emergency Department/East Hampton Town Emergency Department for obtaining advice and assistance. The District has identified resources for an emergency from the following agencies: Southampton Town Police Department, East Hampton Town Police Department, Bridgehampton Fire Department, Bridgehampton Ambulance and Community Members.

### *District Resources Available for Use in an Emergency*

The Sagaponack School and facilities are available during emergencies. Contact with Sag Harbor UFSD Transportation is available as well.

### *Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies*

The District utilizes the Building Emergency Response Team to make decisions and provide assistance during emergencies.

### *Protective Action Options*

The Building Emergency Response Plan details plans for the following actions in response to an emergency where appropriate: school cancellation, early dismissal, evacuation and sheltering.

### *School Cancellation and Early Dismissal*

In the event of a school cancellation or early dismissal, the Superintendent/Principal or designee will make the determination and notify the school community and local media and provide information to inform parents of the specific information should they have questions. The Superintendent/Principal or designee will remain available until all students are returned home.

### *Evacuation (Before, during and after school hours.)*

The Superintendent/Principal or designee will determine the level of threat, contact the transportation supervisor, clear all evacuation sites prior to evacuation, and evacuate students and staff to prearranged evacuation sites. When at the sites, the Superintendent/Principal or designee will account for all student and staff populations, make a determination regarding early dismissal and notify parents and the media to inform them of the early dismissal. The Superintendent/Principal or designee will ensure continued supervision and provide information to parents with appropriate details from the event. Appropriate school personnel will be retained until all students have been returned.

### *Sheltering Sites (Internal and External)*

The Superintendent/Principal or designee will determine the threat and determine the location for sheltering depending on the nature of the incident, account for all students and staff, determine other occupants in the building, make appropriate arrangements for human needs, and take appropriate safety precautions. The Superintendent/Principal or designee will provide information and the current status of the situation to parents and other inquiring parties. Appropriate personnel will be retained until all students have been returned home.

## **Section IV: Recovery**

### **A. District Support**

District and Community Resources will be mobilized during and after a crisis to develop a specific plan of action which will respond to the physical and emotional needs of students, staff, parents and/or community. (Refer to the Building Emergency Response Plan.)

Automated External Defibrillator (A.E.D.) and Cardiopulmonary Resuscitation (C.P.R.) The Sagaponack School is staffed with personnel who are trained to administer C.P.R., certified in first aid and in the use of the A.E.D. The A.E.Ds are located in prominent locations and identified by appropriate signage. In Sagaponack, the red first aid bag is located in the cabinet across from the copy machine.

### **B. Disaster Mental Health Services**

The District will assist in the coordination of Disaster Mental Health Resources in support of post-incident response to the Sagaponack School. The District, during the recovery phase, will reevaluate the current violence prevention and school safety activities and identify ways the District can improve its plan.

**Section V: Communicable Disease** – This section includes protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions of section 27-c of the NYS Labor Law and consistent with the amendments to the Commissioner’s Regulations Section 155.17, July 2021.

- A.** The Sagaponack School deems to be necessary the Teachers, District Clerk, Special Education Aide, Superintendent and cleaning person essential positions in the event of a State-ordered reduction of in-person workforce.
- B.** The essential workers will communicate through email, the Remind system, District phone, courier and personal cell phones as deemed necessary.
- C.** Work shift for essential personnel will be consistent with school needs and adjusted accordingly.

- D. The District has personal protective equipment (PPE) on site as it relates to the requirements set forth in the NYS DOH COVID-19 requirements and guidelines, September, 2021. Storage of such equipment is kept in the nurse's supply area.
- E. Protocols in the event an employee is exposed to a known case of disease are consistent with those set forth in the Sagaponack Reopening Plan for February 2022 (revised by the Board of Trustees on October 18, 2022). Protocols on available leave in the event of the need of an employee to receive testing, treatment, isolation or quarantine are consistent with the requirements set forth in the NYS DOH guidance documents for COVID-19, September, 2021 and the Suffolk County Health Department requirements and mandates.
- F. Hours and work locations, including off-site visits, for essential employees will be recorded and maintained by the District Clerk and kept, depending on the emergency, on or off site.
- G. If emergency housing is required during an emergency, the District will contact The Towns of East Hampton, Bridgehampton and Southampton for assistance with such needs.
- H. If it is necessary to implement other requirements the District will follow such requirements required by the NYS Department of Health, the Suffolk County Department of Health, the Center for Disease Control (CDC) and any other local requirements of governing agencies.

#### **Section VI: Emergency Remote Instruction Plan**

In the event of an emergency requiring the closing of school, the District will follow the procedures listed below to provide remote instruction to students. Such emergency closures can be due to circumstances such as, but not limited to, extraordinary adverse weather conditions, lack of water, heat, or fuel, destruction of a school building, or a communicable disease outbreak.

1. The Superintendent/Principal will notify the members of the Board of Trustees, teachers and staff, parents, community members, local police, village officials, fire and rescue officials and BOCES and State officials of the school closing.
2. The Superintendent/Principal will notify the Board of Trustees, teachers and support staff when remote learning will begin.
3. Teachers and/or support staff will notify parents the school is instituting remote learning. Including:
  - a. Days
  - b. Times
  - c. Online computer access instructions
  - d. Daily learning activities schedule
4. Teachers and students will utilize their Chromebook and Google Classroom program assigned to each student, including daily log-in times for each student to participate in the remote instruction.

5. Teachers will communicate lessons and activities planned for each day of instruction while the school is on remote learning consistent with current curricular and Next Generation Learning Standards.
6. Teachers will supply video/audio instruction through Google Meet.
7. Teachers will determine assignments and procedures for submitting assignments online.
8. The District Clerk will keep track of daily student attendance for remote instruction.
9. Parents will be notified of student assignments and their progress.
10. The Superintendent/Principal or his designee will notify all parties listed in #1 of the status of the emergency and when the school will reopen for classes in school.

Arrangements will be made to provide internet access for any student who does not have internet access available to her/him at their home or place of residence.