



District-Wide School Safety Plan

2021-2022

Cold Spring Harbor Central School District

Dated: September 1, 2021

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Cold Spring Harbor Central School District

District-Wide School Safety Plan

I. Introduction:

Districts are required by the New York State Education Department (NYSED) to develop a comprehensive district-wide safety plan that is designed to prevent or minimize the effects of serious violent incidents and 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 all schools within the district and is consistent with the more detailed building level emergency response plans required at every individual school building.

Every year the Board of Education shall appoint members to the district-wide school safety team. Members of this team shall include, but not be limited to, representatives of the school board, teachers, administrators, parents, school safety and other school personnel, community members, and other local first responders. The district safety team will be charged with developing the district-wide safety plan and presenting it to the community for an annual public hearing. The approved district-wide safety plan will be posted on the district's website and made available to local emergency response agencies.

The district-wide safety plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the district-wide school safety plan will guide the development and implementation of individual building-level emergency response plans. Although the building-level emergency response plans are linked to the district-wide safety plan, in accordance with Education Law Section 2801-a, the building-level emergency response plans will remain confidential and therefore, are not subject to disclosure (FOIL).



II. Elements of the District-Wide Safety Plan

- ✓ Identification of sites of potential emergencies.
- ✓ Plans for responses to emergencies including school cancellation, early dismissal, evacuation, and sheltering.
- ✓ Responses to implied or direct threat of violence.
- ✓ Responses to acts of violence including threats made by students against themselves.
- ✓ Prevention and intervention strategies including: collaborative appropriate training arrangements with law enforcement officials for school safety and security personnel, non-violent conflict resolution training, peer mediation programs, and other school safety programs.
- ✓ Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- ✓ Plans for identification of agency resources and the coordination of such resources and personnel available during an emergency.
- ✓ Designation of the Chain-of-Command (Incident Command).
- ✓ Plans to contact parents and guardians including when students make threats of violence against themselves.
- ✓ Dissemination of information regarding early detection of potentially violent behavior.
- ✓ Plans to exercise and conduct drills to test the building-level emergency response plan, including review of tests.
- ✓ Annual school safety training for staff and students.
- ✓ Protocols for bomb threats, hostage taking, intrusions, and kidnapping.
- ✓ Strategies for improving communication and the reporting of potentially violent incidents.
- ✓ A description of the duties of school safety personnel with the requirements for training, hiring, and the screening process for all personnel acting in a school safety capacity.
- ✓ Information about District including population, staff, transportation needs, and telephone numbers of key school officials.



- ✓ Documentation and record keeping.

III. District-Wide School Safety Team

District-Wide School Safety Team	
Name	Title/Department
Jill Gierasch	Superintendent of Schools
Amelia Brogan	President, Board of Education
James Stucchio (Chief Emergency Officer)	Deputy Superintendent
Brian Graham	Director of Facilities
Joseph Monastero	Executive Director of Instructional and Administrative Technology
Frank Papillo	Security Supervisor
Joseph Amendolare	Head Groundskeeper/ Weekend Security Coordinator
Michael Bongino	Director of Athletics
Kristen Nannini	BOCES Health and Safety
Dan Danbusky, Valerie Massimo, Alison Hazut, Lynn Herschlein	Building Principals
Brian Schiffmacher	Teacher Representative
TBD	Parent Organization Representative

IV. Responsibilities of the District Safety Team

The district-wide safety team, or designated others, will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend proactive measures to maintain a safe school environment. The team also has the responsibility for auditing the district-wide school safety plan to determine its success in violence prevention. Some of the team’s primary responsibilities include:

- Recommending training programs for students and staff in violence prevention and mental health.
- Disseminating information regarding early detection of potentially violent behavior including information on the identification of family, community, and



environmental factors.

- Communicating the plan to staff, students, and members of their respective organizations as well as bus drivers and monitors.
- Developing response plans to acts of violence and address threats made by students against themselves, including suicide.

V. Building-Level Emergency Response Team

The building-level emergency response team is appointed by the school principal. The major focus on this team is to create, monitor, and update the building-level emergency response plan. Each building's team will include the following representation:

- Principal
- Teachers
- Head Custodian
- Other School Staff
- School Safety Personnel
- Local Emergency Responders (Police, Fire, Ambulance)
- Any other person or emergency responder deemed appropriate

VI. Designation of Chief Emergency Officer

- A. The superintendent, or superintendent's designee as named herein, shall be designated as the district chief emergency officer whose duties shall include, but not be limited to:
- a) Coordination of the communication between school staff, law enforcement, and other first responders;
 - b) Lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
 - c) Ensure staff understanding of the district-wide school safety plan;
 - d) Ensure the completion and yearly update of building-level emergency response plans for each school building;



- e) Assist in the selection of security related technology and development of procedures for the use of such technology;
- f) Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- g) Ensure required evacuation and lock-down drills are performed in all district buildings as required by Education Law section 807; and
- h) Ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

B. The Chief Emergency Officer is James J. Stucchio, Deputy Superintendent.

VII. Identification of Potentially Dangerous/Hazardous Sites:

A. Areas of potential emergencies in and around each building have been identified as appropriate within the building-level emergency response plans. These sites have been mapped or outlined for each building. Generally, or large scale potentially hazardous areas around the district have been identified as follows:

1. The Long Island Rail Road and Cold Spring Harbor train station exist within the boundaries of the district. In the event of a disaster, this could hinder egress through certain routes.
2. The complexes of the Cold Spring Harbor Laboratory are located within the school district boundaries. These locations could pose a fire, hazard, or other contamination issue.
3. Utility services including PSEG and National Grid have facilities within the district boundaries. Additionally, high voltage power lines run through sections of the district.
4. The district is home to large natural water ways including the Long Island Sound and Cold Spring Harbor. Certain areas are susceptible to flooding and this can routinely cause the closing of access to the area of Lloyd Neck.

B. Each of the District school buildings are maintained in accordance with applicable local, state and federal requirements. Fire inspections of each facility are completed annually by a qualified inspector along with District staff. Any observations or recommendations for increased fire safety are taken seriously and enacted as appropriate.



- C. Potentially dangerous school sites are checked regularly by district staff. An annual visual inspection is done by the District RESCUE (Health & Safety) Committee. This inspection includes but is not limited to:
1. Systems Sites (infrastructure)
 2. Environmental Problem Sites (potential flooding areas, roof leaks, sidewalks, heating and cooling systems, mold and roof top units)
 3. Site considerations- High School (not an all-inclusive list)
 - Chemical Inventory
 - Kitchen cooking-grease storage
 - Family and Consumer Science Classroom/Wood Shop
- D. In the case of Central Administration, the following are identified as potential issues that would impair normal operations:
1. Power failure/loss of utilities

VIII. Prevention and Response

The School District has implemented strategies for prevention and intervention of violent incidents and for identifying and reducing risks, as well as responding to emergencies including weather or loss of utilities or services. Strategies include:

- A. Annual multi-hazard school safety training for staff and students that includes information on the building-level emergency response plan and violence prevention and mental health. The training shall occur during Superintendent's Conference Days, faculty meetings, and other professional development opportunities. At a minimum, this training shall occur annually prior to September 15 and as needed for new hires, within 30 days of their start date.
- B. All security staff annually participate in a minimum of eight hours of approved professional training in topics such as:
1. Non-Violent Crisis Intervention Prevention Training
 2. Bullying Prevention
 3. Emergency Response Training
 4. CPR/AED
- C. In addition to the mandated training, training may be offered in the following areas:



1. Trauma Wounds Training
 2. Crisis Management
- D. Collaborative arrangements have been made with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited.
- E. School building safety, security resources and equipment are available continuously as well as during emergencies:
1. All District school buildings have monitored alarm systems including burglary, motion, fire/smoke, and carbon monoxide.
 2. All District school buildings have a one-button lockdown system with automatic police and occupant notification.
 3. Recording surveillance cameras are used in school buildings and on school grounds.
 4. All school buildings have safety equipment to assist in the event of an emergency or evacuation, i.e., hand-held stop signs, reflective vests, flashlights, weather radio, etc.
 5. All school buildings are equipped with at least one Crisis Go-kits that include additional emergency supplies and emergency documentation.
 6. All interior classroom doors are being replaced with will have narrow vision panels with Armoured One bullet-resistant glass and electronic lock system integrated with the building's one-button lockdown system.
- F. All schools have programs to promote positive school climate and positive youth development. The following are examples of the programs offered to students to prevent violent behaviors:
1. Responsive Classroom
 2. RISE UP
 3. Response to Intervention
 4. Positive Behavioral Interventions and Supports
 5. Peer Mentoring
 6. Restorative Practices



- G. All schools have at least one AED with locations posted at entrances to buildings. Nurses, security, physical education teachers, coaches and other staff are trained in CPR/AED.
- H. Staff members wear district issued identification badges so they can be easily identified. Staff are trained and directed not to hold doors for other individuals and direct all visitors to the main entrance at each site.
- I. Each school building uses an electronic visitor management system for the signing in of visitors in order to control access to buildings. The visitor system includes a background check against federal database of sex offenders to prevent unauthorized individuals into our buildings.
- J. The following proactive security measures have been implemented:
1. All schools have monitored entrances.
 2. Visitors are required to carry identification and sign in and out.
 3. Schools educate students and staff about the importance of school safety.
 4. All schools conduct the required drills to test components of the emergency response plan as follows:
 - Minimum 8 evacuation (fire) drills a year
 - Minimum of 4 lock down drills a year
 - Off-site Evacuation drill
 - Shelter in place drill
 - Early dismissal drill
 5. Periodically, the schools shall conduct drills or tabletop exercises of the emergency response plan in coordination with local and county emergency responders and preparedness officials.
 6. Each school will maintain records of School Safety Team meetings and building drills and report information to the Chief Emergency Officer or designee.
 7. All schools will develop and implement reporting, referral and counseling



procedures designed to identify and work with potentially aggressive and violent students.

K. Training, Drills and Exercises

1. All security staff hold NYS Security Guard licenses. State law requires training, fingerprinting and background checks for all licensed Security Guards.
 2. As required by Section 807 of the Education Law, each school principal must instruct and train their students on how to exit the building in the shortest possible time without confusion or panic. The instruction must include drills or rapid dismissals. Twelve (12) drills must be conducted each school year, eight of which shall be held prior to December 31. Instruction must be given to pupils in the procedure to follow in the event that a fire occurs during the lunch period, unless at least one drill is held during the lunch period. Summer schools must hold at least two drills, one of which must be held during the first week of the summer session.
 3. As required by SAVE (Safe Schools Against Violence in Education) legislation (155.17), the school district shall, at least once every school year, conduct one test of its emergency plans, including sheltering or early dismissal, not to occur more than 15 minutes earlier than the regular dismissal.
 4. All teachers and other staff receive annual training on the school's emergency response plan annually, including resources for recognizing the signs of mental health issues. All new staff receive this training within 30 days of being hired.
 5. All school bus monitors are required to:
 - Attend a New York State mandated 8 hour pre-service and basic training class. This training includes but is not limited to: special needs training, bullying prevention, Dignity for All Students Act, student safety and bus safety operations, emergency procedures and evacuations, and incident reporting.
 - Attend an annual two-hour mandatory refresher course
 - Be fingerprinted
 - Pass a physical performance test
- L. The school district shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. When employing, contracting with, or otherwise



retaining law enforcement or public or private security personnel, including school resource officers, the school district shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between the school district and school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the District's Code of Conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. A copy of the Memorandum of Understanding can be referenced as an attachment.

IX. Responding to Threats and Acts of Violence

The District has developed the following safety and security procedures to protect students, staff and visitors from indirect and direct threats and acts of violence.

A. Reporting of threats and acts of violence to school authorities

1. Students are required to inform school staff about any threat or acts of violence to themselves, others or property.
2. Staff are required to inform administration of any threat of violence to students, themselves, others or property, including threats of suicide.
3. Building principals are required to notify the Chief Emergency Officer, and the Director of Facilities.
4. Parents and visitors are encouraged to report to the school principal or psychologist about any indirect or direct threats and acts of violence towards students, themselves, others or property.
5. Students, staff, parents and others will be educated about the importance of reporting threats and procedures of reporting.

B. Investigating threats and acts of violence



1. The building principal will investigate reported threats and acts of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct.
2. Serious acts will require the investigation and involvement of law enforcement personnel (violent offenses in accordance with SAVE requirements).
3. Chronic offenders may require a behavior intervention plan, close monitoring by school and safety personnel.
4. Threats placing students, staff and others in imminent danger require an immediate call to the police. All staff and visitors are authorized to contact police in these incidents.
5. Allegations of bullying, harassment, and discrimination should be reported to the principal and/or Dignity Act Coordinator at the building level for investigation.
6. All schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students through pupil personnel staff and/or building-based teams.

C. Reporting Incidents

1. Incidents of violence, serious threats, intimidation, etc., may require involvement of law enforcement.
2. District and building administrators are authorized to call the police to respond to the threat or acts of violence. In case of imminent danger, any staff member or visitor is authorized to call 911. The District's phone system will automatically notify selected personnel of a 911 call.
3. Syntax Communications will handle all contacts with media.
4. Syntax Communications will provide information to building staff that can be given to parents and concerned others.
5. As required by SAVE legislation and the Dignity for All Students Act, incidents of violence as well as material cases of bullying, harassment, and discrimination will be reported to New York State on an annual basis through the VADIR (Violent and Disruptive Incident Report) and Report of incidents concerning School Safety and the Educational Climate.
6. The Superintendent shall notify the BOCES District Superintendent as soon as possible whenever the emergency plan or building-level school safety plan is



activated and results in the closing of a school building in the district, and shall provide such information as the Commissioner may require. The District Superintendent, shall notify the Commissioner. Such information need not be provided for routine snow emergency days.

D. Removing Violent Individuals

1. Aggressively dangerous and violent students should only be restrained by qualified staff (CPI Nonviolent Crisis Intervention Training certified). Police or crisis team should be called to remove the student.
2. Violent adults are to be reported immediately, law enforcement called and only removed by police.
3. Schools should be in **lock down** mode when violent people are in the school.
4. Schools should be in **lock out** when violent/dangerous people or situations occur in the vicinity around the school.

E. Situational Responses

Responses to Threats-direct or implied

1. Threats may be received in various forms: by telephone, written messages, email/text messages, social media, or the discovery of a suspicious package/device in the school or on the school grounds.
 - a. In the event of a direct bomb threat, contact Police at 911 immediately.
 - b. Initiate the evacuation of the building. Exit routes altered if indicated by specific threat.
 - c. Provide as much information as possible to law enforcement. Minimize the handling of any documents or materials, including electronic data, to avoid damaging the evidence.
 - d. Work with law enforcement to determine the time required for the investigation so that plans can be made to shelter the students in an alternate site or to dismiss students for the remainder of the school day.
2. Upon discovery of a suspicious package/device, contact Police at 911 immediately.



- a. Provide as much information as possible to law enforcement.
 - b. If the decision is made to evacuate the entire building or a specific area, announce the evacuation and use the standard evacuation procedures with exit routes altered as required.
3. In the event of an implied/indirect threat
- a. Contact Police, 911.
 - b. Law Enforcement will conduct a threat assessment in consultation with School Administration to determine the next steps.
 - c. If indicated, initiate the full/partial evacuation of the building using the standard evacuation procedures.
4. Anyone receiving information about a hostage-taking or abduction/kidnapping must immediately notify the school building administrator.
- a. Contact Police at 911 immediately.
 - b. Provide as much information as possible to law enforcement.
 - c. Schools should be in **lock down** mode when violent people are in the school.
 - d. Schools should be in **lock out** when violent/dangerous people or situations occur in the vicinity around the school.
5. Identification of appropriate responses to emergencies

Each school building has developed an emergency response plan that provides responses to emergencies that impact the school. The following emergency procedures are outlined within each building's plan:

- a. Shelter-in-Place
- b. Hold-in-Place
- c. Evacuation (required per 8 NYCRR Section 155.17 (e)(2)(i))
- d. Lock-out
- e. Lock-down
- f. Crime Scene Management
- g. Communications



- h. Medical Emergency and Mental Health
 - i. Accounting for All Persons
 - j. Reunification
 - k. Continuity of Operations
 - l. Recovery
 - m. Security
 - n. Threat and Hazard Specific Annexes
6. In an effort to improve communication among students and between students and staff and to aid in the swift and accurate reporting of potentially violent incidents as well as prevent violent incidents, the district has encouraged the establishment of programs such as
- a. Peer mediation
 - b. Conflict resolution
 - c. Creating a forum
 - d. Designating a mentor for students concerned with bullying or violence
 - e. Establishing anonymous reporting mechanisms for school violence

X. Communication with External Agencies

The school district will obtain assistance from local emergency organizations and local governmental agencies during an emergency. The school district has worked with both Suffolk and Nassau County, and local agencies including Police Departments, Fire Departments, EMS and other agencies during emergencies. Providers have given approval to the school district to rely on local personnel, resources, and facilities in emergency situations.

List Governmental Agencies and Community Services:		
Agency	Point of Contact	Telephone Number
Huntington Town Supervisor	Chad Lupinacci	631-351-3030
Oyster Bay Town Supervisor	Joseph Saladino	516-624-6350
Village of Lloyd Harbor	Jean Thatcher	631-549-8893
Village of Laurel Hollow	Daniel DeVita	516-692-8825
CSH Fire Department	General	631-692-6772
Huntington Fire Department		631-427-3030
Atlantic Steamer Fire Department		516-922-5414



Suffolk Police Precinct	2 nd Precinct	631-854-8200
Nassau Police Precinct	2 nd Precinct	516-573-8800
Lloyd Harbor Police	Chief Tom Krumpter	631-549-8220
Oyster Bay Cove Police	Sergeant Ted Mergel	516-701-6692
Suffolk County Department of Health	Jennifer Culp	631-854-0000
Suffolk County Community Mental Hygiene	Ann Marie Csorny LCSW-R	631-858-8500
American Red Cross	Diane Amarosa (Suffolk County)	516-747-3500
PSEG-GAS	Walter Hoefler	800-490-0045
PSEG-Electric	Rob Scipioni	516-721-9516
American Association of Poison Control	General	800-222-1222
Suffolk County Youth Bureau	Executive Director	631-853-8270
Local Hospital	Huntington Hospital	631-351-2000
Local Ambulance	CSH Fire Huntington Community First Aid Squad	911
Suffolk County Water Authority	General	631-698-9800 (business hours) 631-655-0663 (after hours)
BOCES District Superintendent	Angelique Jonhson-Dingle	631-595-6815

A. Obtaining Advice and Assistance from Government Office

1. The arrangements for obtaining assistance during emergencies from local emergency organizations, agencies, and officials responsible for implementation have been made.
2. Key officials in local government that can help to develop plans and assist in



emergency situation are listed above.

- B. System for informing all educational agencies located within or nearby the school district of a disaster or emergency.
1. The Superintendent or designee shall inform all educational agencies within the District's boundaries of a disaster event.
 2. A list of educational institutions located within the district, that includes locations and names with contact numbers of key officials of each school will be kept updated annually.
 3. The procedure to inform each school in the event of an emergency situation is that the Superintendent will authorize emergency phone calls to each educational agency.
- C. The school district is required to cooperate with appropriate State, County and City agencies in developing agreements for the use of school-owned facilities and vehicles during a disaster. We are required to relinquish to the appropriate agency, the control and use of school transportation vehicles and facilities in accordance with county emergency preparedness plans or directives. At the time of the authoring of this Plan, no request for an agreement has been generated by any State, County or City agencies.

XI. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal.

- A. The District procedure for early dismissal is as follows:
1. Superintendent or his/her designee determines an early dismissal is an appropriate action/response to an emergency.
 2. Transportation Office is notified to supply busses.
 3. Central and building administrators are informed.
 4. Staff and students are informed of closing.
 5. Parents are notified through multiple contact sources including the School Messenger Notification System (alert notices, email, text messages and/or



automated phone calls), district website, and emergency outreach messages. It may also be appropriate to utilize social media, local news media and/or local radio to announce an emergency early dismissal.

6. When phone calls or in person attempts to contact the parent or emergency number of an elementary and junior high school student fail, they shall remain under the supervision of school personnel until parents are notified and pick-up the student.
 7. Parents of high school students are notified and then students are dismissed from school.
 8. Parents will receive information about implied or direct threats or acts of violence in their child's school as soon as practical and appropriate. This information is limited to information the school is allowed to provide by law enforcement officials. Communication of such events shall follow existing emergency notification procedures.
- B. Parents, guardians, and persons in parental relation to the students of the District in event of a school cancellation due to weather or other emergency prior to school opening are notified through multiple contacts including, local news media, the School Messenger Notification System (alert notices, email, text messages and/or automated phone calls), district website, and emergency outreach messages.

XII. Leadership: Incident Command System

In order to provide effective direction, control and coordination of an incident, the district-wide safety plan will be activated through the implementation of the Incident Command System (ICS). ICS is a standardized, on-scene, all-hazards incident management system promulgated by FEMA and is part of a comprehensive national approach to incident management known as the National Incident Management System (NIMS). The named individuals have completed ICS 100 training and are authorized to make decisions as necessary or are staff members assigned to provide assistance during emergencies.



Incident Command System: Role/Responsibilities	
Incident Commander	Jill Gierasch
Safety Officer	Frank Papillo
Deputy Incident Commander	James Stucchio
Public Information Officer	Kathy Beatty, Syntax Communications
Liaison Officer	Mona Hect/Elizabeth Lynch
Planning, Logistics, Operations	Brian Graham/James Stucchio
Finance and Administration	Brianna Pisano

Additionally, the BOCES District Superintendent, during a local or State emergency, shall act as the chief communication liaison for all educational agencies within the supervisory district territorial limits.



XIII. Appendices

A. Appendix A: Continuity of Operations Plan/ Pandemic Plan

B. Appendix B: CDC Checklist

C. Appendix C: Security Job Descriptions

- Security Guards
- Weekend Security Coordinator
- Weekend Security Guards

D. School Resource Officer Memorandum of Understanding (MOU)

