

Riverhead Central School District Emergency Management Plan

2022-2023

In compliance with
Commissioner of Education
Regulations 155.13 & 155.17
And
Project SAVE

TABLE OF CONTENTS

SECTION 1..... 3
 A - Introduction to the Emergency Management Plan 3
 B – Legal Basis 4
SECTION 2..... 5
 A – Board Policy..... 5
 B – Administrative Regulations..... 6
 C – Emergency Planning Committee 7
 D – Building Crisis Teams..... 8
 E – District Emergency Coordinator 8
 F – Command Post..... 9
 G – Annual Written Instructions to Students & Staff..... 10
 H – Identification of Sites of Potential Emergency 11
 I – Drills 11
 J – Parent/Guardian Drill Notification 12
 K – Identification of Existing Resources..... 13
 L – Incident Report Form 13
SECTION 3 – EMERGENCY MANAGEMENT PLAN PROCEDURES 14
SECTION 4..... 16
 A – School District Phone Directory 16
 B – List of Outside Agencies 17
SECTION 5 – EMERGENCY RESPONSE ACTIONS..... 18
 Bomb Threat..... 18
 Lockdown..... 18
 Lockout 18
 Shelter-In-Place..... 18
 Hold-In-Place..... 18
 Hostage Situation 18
 Intruder..... 18
 Kidnapped Person..... 18
 Medical and Social/Emotional Emergencies 18
 Civil Disturbance 18
 Air Pollution (In Building) 18
 Airplane Crash 18
 Radiological and/or Terrorist Incident..... 18
 Hazardous Materials Spill..... 18
 Loss of Building..... 18
 Explosion and/or Fire 18
 Carbon Monoxide 18
 Loss of Transportation Fleet..... 18
 School Bus Accident and/or Fire 18
 Building Security & Sign-in Procedures..... 18

SECTION 1

A - Introduction to the Emergency Management Plan

On April 7, 1989, Section 155.13 of the Regulations of the Commissioner of Education became effective. It requires that all school districts and Boards of Cooperative Educational service (BOCES) districts prepare emergency management plans by October 1, 1990. This new regulation supports and carries a step further Article 2-B of the New York state Executive Law, which authorizes county governments to prepare emergency plans to protect citizens and properties within their jurisdiction.

Whereas, prior to 1989, the role of school districts in the emergency management process was not clearly articulated, Section 155.13 now clarifies it. Not only are school districts responsible for a sizable number of the lives of the community they serve; they possess resources which can play a significant supportive role during emergency situations that affect the public at large.

The November, 1989 tragedy at an Elementary School in Orange County that resulted in the deaths of nine children is a dramatic example of how vulnerable an educational facility may be to severe weather hazards. This event, as well as others that have occurred in New York state and elsewhere, underscore the need for school districts to act on a regular, non-emergency basis to prepare for and mitigate crises of this potential magnitude. Planning, training, and the exercising of notification procedures are a few of the key elements of emergency management required by section 155.13.

Natural hazards pose the greatest threat to schools, as they do the community in general. Earthquakes, hurricanes and tornadoes can devastate entire areas. Emergency response can be agonizingly slow, particularly if proper planning and training has not occurred. Of course, not all emergencies are the result of natural causes. In this era of exotic chemicals, high-speed mass transport, nuclear power and terrorism, the possibility of technological or criminally generated emergencies is ever present. Potential hazards for any school are literally as close as the nearest highway, railroad track or manufacturing plant.

Emergency planning seeks to combat the kinds of hazards that may be by maximizing the utilization of an organization's personnel and resources. The successful management of emergencies incorporates the agency's normal structure and adapts it, through a thorough planning effort, to the demands of the crisis situation. The well-worn management axiom is particularly true in an emergency setting: When you fail to plan, you plan to fail.

A significant component of effective school emergency management is a large degree of interaction between education officials and local emergency managers and responders. School emergency management plans must be coordinated with local government emergency operations plans well in advance of any situation that may require their activation. School plans must reflect the capabilities of responding agencies; these agencies in turn, must know what is expected of them. Procedural guidelines listed in this Planning Manual describe the vital roles that outside government and volunteer agencies will play during emergencies that affect school operations.

B – Legal Basis

Statutory Authority: Section 155.13 of the Regulations of the Commissioner of Education became effective on April 7, 1989. This regulation requires each public school district and BOCES to develop a plan for preventing and reacting to an emergency or disaster. The Commissioner's Regulation further requires school districts and BOCES to coordinate their plans with the local emergency management agencies.

The regulation will promote the development of consistent responses to emergencies experienced by school districts and will more fully integrate school districts' emergency response with other emergency responses. These actions will contribute to the health, safety and well-being of students and school employees and help to preserve school district resources and property.

Among the requirements of the regulations are the following:

Plans: Each district, other than a school district, in a city having a population of more than one million inhabitants, and each BOCES shall prepare, by October 1, of the current school year, a School Emergency Management Plan as prescribed in this section to insure the safety, health of children and staff and to insure integration and coordination with similar emergency planning at the municipal county and state levels. Plans shall be updated by October 1st of each succeeding school year.

Identification: of sites of potential emergency, appropriate responses to emergencies, and district resources which may be available for use during emergencies.

Description: of the arrangements for obtaining assistance from emergency service organizations and local governmental agencies, procedures to coordinate the use of school district resources and manpower, and plans for taking action in response to any emergency.

Written Instructions to Students and Staff: The Board of Education shall take action to provide written information each school year, to all parents, staff and students about emergency procedures in compliance with 155.13 (f).

Drills: Each school district and BOCES shall, at least every school year, and where possible in cooperation with local county officials, conduct a test of its emergency plan for sheltering and early dismissal.

Commissioner of Education: may order emergency response actions in the event that local education agency officials are unable or unwillingly to take action deemed appropriate by state and or county emergency personnel.

Sections 207, 215, 305 and 4403 of the Education Law and Article 2B of the Executive Law.

The legal basis for local, county and state emergency planning is rooted in NYS Executive Law Article 2B, as amended. Article 2B authorizes county and city governments to establish disaster preparedness plans.

“The legislature finds that local disaster plans are essential in order to minimize potential disasters and their effects, provide for effective local responses when disasters occur and facilitate local recovery. The legislature further finds that local plans constitute an essential part of the statewide disaster preparedness program and that without local disaster planning, no state disaster program can be fully effective.”

SECTION 2

A – Board Policy

Emergency Management Plans

The Board of Education recognizes the necessity of preparing an emergency management plan and practicing it in order to ensure that the safety and health of students and staff, as well as district property, are safeguarded in the event of a true emergency. Pursuant to this concern and the regulations of the Commissioner of Education, the Superintendent, or his/her designee, is directed to develop such a plan for each school and for the district, and to ensure that sufficient training to implement the plan occurs.

Such plans shall provide for sheltering, evacuation, early dismissal, written notification to students, parents and staff, and annual drill and coordination with local and county emergency preparedness administrators.

The Superintendent, or his/her designee, shall establish an Emergency Planning Committee to oversee the emergency management plan. The District Emergency Coordinator shall be the Superintendent.

The Superintendent, or his/her designee, is to provide administrative procedures to ensure that a plan will be in place, and will be reviewed and if appropriate, modified each year hereafter.

The Superintendent, or his/her designee, is to ensure that copies of the plan are available for public inspection and that there are copies in appropriate places throughout the District.

**Legal References:
8NYCRR155.13**

ADOPTED:

B – Administrative Regulations

Emergency Management Plans (Adm. Reg.)

File:

The Superintendent, or his/her designee, is the District Emergency Coordinator. The Coordinator has general responsibility for coordination, overview and decision making in implementing the District's Emergency Management Plan. Upon notification of an emergency, the Coordinator will activate the Plan as he believes appropriate.

The Superintendent, or his/her designee, shall establish the Emergency Planning Committee. The Committee is responsible for developing and reviewing the plan on an annual basis in accordance with policy and the regulations of the Commissioner of Education. It is expected that all faculty and staff will cooperate to the maximum with the Committee and carry out all assigned responsibilities under the Emergency Management Plan.

Included in the Plan shall be:

1. Definitions of emergencies and procedures to be followed. To activate the Plan;
2. Designation of a control center in anticipation of, or in response to an emergency;
3. Identification of sites of potential emergencies;
4. Identification of appropriate responses to emergencies;
5. *Procedures for coordinating the use of District resources and personnel during emergencies;
6. *Identification of District resources which may be available for use during an emergency;
7. *A system for informing; all schools within the district of the emergency;
8. Plans for taking the following actions, if appropriate: School cancellation, early dismissal, evacuation and sheltering;
9. *Pertinent information about each school, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key employees of the district and others, as appropriate;
10. Procedures for obtaining advice and assistance from local government officials;
11. Any other information deemed relevant by the Committee. The Committee will examine and consider other recommended information for inclusion in the Plan.

- Confidential Information to be included in Building Level Safety Plan Only.

The Coordinator is responsible for ensuring that all staff, parents and students are provided with information about emergency procedures. The Coordinator will also ensure that at least once every school year there is a test of the Plan for sheltering and early dismissal at a time not to occur more than fifteen minutes earlier than the normal dismissal time. The Coordinator will ensure that parents or persons in parental relation shall be notified at least one week prior to the drill.

ADOPTED:

C – Emergency Planning Committee

Duties of the committee will be to develop, continually renew, and, where necessary, modify and update the School Emergency Management Plan in compliance with the Commissioner’s Regulation 155.13. During an emergency, the planning committee shall function as an operations group under the command of the District Emergency Coordinator.

Board of Education	Laurie Downs, Matthew Wallace, Colin Palmer
Superintendent/Emergency Coordinator	Dr. Augustine E. Tornatore
Security Director	Terrence Culhane
Principals/Assistant Principals	Alison Conroy (Phillips), Patrick Burke (Pulaski), David Enos (Riley), Stephen Hudson (Phillips), Gary Karlson (Aquebogue), Callan Lonergan (Pulaski), Bryan Miltenberg (Aquebogue), Sean O’Hara (High School), Thomas Payton (Roanoke), Laura Acuri (RMS & Roanoke)
Plant Facilities Administrator	Allesandro Gallina
Asst Superintendent	Dr. Lori Koerner
Pupil Personnel Director	Jeanne-Marie Mazzaferro
Supervisor of Transportation	Colette Furcht/Leslie Moore
Athletic Director	Brian Sacks
Riverhead Town Police	Chief David Hegermiller
Southampton Town Police	Officer James Giardina; Officer Melissa Benjamin; Lt. Susan Ralph
Riverhead Volunteer Fire Department	Frank Darrow
Flanders Volunteer Fire Department	Joseph Jasinski
Riverhead Volunteer Ambulance Corps	Varies
Flanders Northampton Volunteer Ambulance	Wayne Ehlers
Union Representative –RCFA	Greg Wallace
Nurse’s Representative	Edie Reisenberg
Other Members	Souzanna Anderson (Riley), Arthur Apicello (Phillips), Rob Brandi (High School), Joe Jasinski (Pulaski), Sonya Johnson (Roanoke), Christine Morris (Middle School), Jennifer Simoes (Aquebogue)

D – Building Crisis Teams

Each building shall establish a building crisis team. Crisis team members should include, but not be limited to the following: principal, assistant principal, deans, guidance counselor, nurse, head/chief custodian, psychologist, secretary and director of safety & security. Establish a chain of command within the building.

The responsibilities of the building crisis team shall include:

- a. Establish a building crisis announcement and include this in the emergency management plan.
- b. Determine the location of the building command post, alternate command post, staging area and alternate staging area. These locations shall be included in the emergency management plan for each District location.
- c. Determine the needs of the command posts including: emergency response kit, phone and radio system, announcement procedure.
- d. Meet periodically to review procedures
- e. Meet periodically with staff to review the emergency management plan. Conduct tabletop exercises.

E – District Emergency Coordinator

The Board of Education has created the position of District emergency Coordinator to focus responsibility for general coordination, overview, and decision-making in implementing the district's emergency management plan. The District Emergency Coordinator is Superintendent Dr. Augustine E. Tornatore, or his/her designee.

When the District Emergency Coordinator has been notified that an emergency exists, he/she will activate the Plan and direct the operation from the Command Post.

As directed by the District Emergency Coordinator, selected members of the Emergency Planning Committee will assemble at the Command Post and implement the emergency response as directed by the District Emergency Coordinator. The Emergency Planning Committee will assign such other personnel as deemed necessary to meet the needs of the situation.

The Emergency Planning Committee will remain at the Command Post until the Emergency Coordinator has determined that the emergency is over, or it is unsafe, or no longer necessary to remain.

THE DISTRICT EMERGENCY COORDINATOR WILL:

1. Take FULL CONTROL upon being notified of an emergency.
2. Make immediate decisions regarding emergency responses.
3. Order activation of appropriate responses.
4. Notify appropriate agencies.
5. Be prepared to turn over control to outside agencies.
6. Perform testing of the Emergency Management Plan on an annual basis.

7. **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.**
8. **Determine when and which educational agencies located within the school district shall be notified of an emergency and the action to be taken.**
9. **Develop emergency management response actions with the Emergency Planning Committee for:**
 - a. **Response Actions – early dismissal, evacuation, and sheltering.**
 - b. **Criminal offense, natural & technological hazards, fire & explosions, system failures, and medical emergencies.**

F – Command Post

The Board of Education establishes and maintains the primary command post in the office of the Superintendent of Schools. This command post is established and maintained in anticipation of, or in response to, an emergency. A secondary command post is established and maintained in every school in the district. These command posts shall be equipped with the following:

1. **Equipment to receive messages from all sources:**
 - a. **Emergency Broadcast System manually tuned electric/battery powered commercial radio receivers**
 - b. **Radio receiver/transmitter on school bus and building frequencies**
 - c. **National Weather Bureau manually tuned electric/battery powered AM-FM commercial radio receivers**
2. **Telephone System**
3. **Emergency Lighting: generator, flashlights**
4. **Office Supplies**
5. **Binoculars, where appropriate**
6. **List of Emergency telephone numbers**
7. **List of Hazardous Materials**
8. **Maps, Charts, etc.**
9. **Laptop**
10. **AED**
11. **Medical Supplies**

In the event of an emergency in a single site, a command post shall be established in that building in an area deemed appropriate for the particular emergency.

G – Annual Written Instructions to Students & Staff

The Superintendent of Schools together with each principal shall provide written instructions on emergency procedures in their respective schools for all students and staff. The instructions shall be distributed to staff using any or all of the methods listed below.

- 1. E-mail;**
- 2. In person;**
- 3. Handouts;**

The written instructions shall include the following information:

- 1. Identify alarm warning system;**
- 2. A detailed description of emergency situations**
- 3. Name of District Emergency Coordinator, and the names of the members of the emergency planning committee.**
- 4. Methods of disseminating information during an emergency.**
- 5. A source of additional information.**

H – Identification of Sites of Potential Emergency

A survey of vulnerability has been taken, and potential emergency sites have been identified and are to be included in each building level safety plan.

I – Drills

At least once every school year, the district will conduct a test of its emergency plan for sheltering and early dismissal. Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures shall be included in the test. Parents or guardians shall be notified in writing at least one week prior to such drill.

1. Sheltering Drill – Upon notification of an impending actual situation or drill, building principals shall direct pupils and staff to designated assembly areas or remain in classrooms as appropriate.
2. Early Dismissal Drill - Pupils will be released to their assigned buses when such buses are announced as available. Normal bus schedules will be followed for the EARLY DISMISSAL PLAN, but moved up for the 15 minute drill period or in the event of a real emergency, immediately after the decision is made for an early dismissal.

Training, Drills, and Exercises

It is the duty of the principal or his/her designee to instruct and train the pupils by means of drills, so that they may, in a sudden emergency, be able to leave the school building in the shortest possible time and without confusion or panic. There shall be twelve (12) drills in each school year, eight (8) of which shall be evacuation drills and four (4) of which shall be lock down drills.

In the course of at least one drill, pupils shall be instructed in the procedure to be followed in the event that a fire occurs during lunch period, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period. Drills should be conducted in a manner whereby students are instructed to evacuate the building using alternate routes so that they can respond in the event of real life situations. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted, and one of such drills shall be held during the first week of summer school.

J – Parent/Guardian Early Dismissal Drill Notification

SAMPLE LETTER

(date)

Dear Parent or Guardian:

In order to comply with the State Department of Education mandate, our school district has scheduled its annual test of the Early Dismissal Plan f (date). Dismissals will be 15 minutes earlier than their normally scheduled dismissal time.

**High School
Middle School
Aquebogue School
Phillips Avenue School
Pulaski Street School
Riley Avenue School
Roanoke Avenue School**

Students will be released approximately 15 minutes earlier than their normally scheduled time in order to test the early dismissal response of the DISTRICT'S EMERGENCY MANAGEMENT PLAN as follows:

All after school activities will be canceled. All night and sports activities will proceed as scheduled. Please make appropriate arrangements for the early arrival of your children as a result of this drill and provide alternative plans if no one will be at home.

Thank you.

(Principal)

K – Identification of Existing Resources

Resources have been identified in each district location and are listed where appropriate.

L – Incident Report Form

Type of Incident	
Location	
Date	
Time	
Person Reporting Incident	

Type of Response

	Yes	No
Sheltering		
Early Dismissal		
Evacuation		
School Cancellation		

Notification

Who	Yes	No	Time
Superintendent			
Fire Department			
Police			
County Emergency Coordinator			
County Health Department			
American Red Cross			
State Education Department			
Hospital			
Transportation Supervisor			
Plant Facilities Administration			
Media			

Description of Incident:

Steps Taken:

SECTION 3 – EMERGENCY MANAGEMENT PLAN PROCEDURES

This School Emergency Management Plan is to aid the administration of the Riverhead Schools to deal with emergency situations of a variety of natural and/or man-made origins. Because all occurrences are never exactly the same, this plan should be used as a guideline. There is absolutely no substitute for a common sense approach when dealing with an emergency situation. While an emergency situation may require on-the-spot decisions there are a set of three procedures that are a standard response to any emergency situation. They are:

1. **Administer First Aid.**
2. **Call Expert Help:** In emergency situations, the need for expert help is evident. Fires are fought by fire fighters, bomb scares require police assistance, power failure requires electrical expertise, etc.
3. **Follow Instructions:** Once expert help has been contacted, follow their emergency procedures. In cases involving emergency government agencies, (i.e police, fire) these experts are "in charge of the emergency operation."

Parent Communication: The ability to contact parents/guardians is critical a component of emergency responses. It is essential that an accurate up to date emergency telephone contact information is in place in the building. Copies of the emergency telephone contact information will be kept in the main office of the building, and in central office. Furthermore the schools automated School Messenger program will be used when appropriate. This will allow for faster evacuation of the building.

Emergency Responses: Five important emergency responses will be referenced in the specific emergency plans on the following pages. The details of each of these responses are described below.

1. **School cancellation** is a response that will be implemented in the event that the Superintendent of Schools determines that school will not be open on a scheduled school day. School cancellation may be prompted because of national emergencies such as storm or hurricane, or because of building problems such as heating plant failure or loss of water. As soon as the decision to cancel school is made, the staff and student telephone notification chain will be activated, a School Messenger automated telephone notification will be sent, and the radio stations and television stations listed below will be notified: WBLI (106.1 FM), WRIV (1390AM), WALK (1370 AM & 97.5 FM), WRCN (103.9 FM), WBAB (95.3FM), WBLI (106.1), WLNG (1600AM; 92.1 FM), News 12 (Cable Channel 12). Information will also be posted at: www.riverhead.net and www.news12.com
2. **Early Dismissal** or "the go home plan" meets the need to return students to their home and family as soon as possible. In the elementary and junior high schools, human contact with a parent/guardian or emergency contact must be established prior to sending the child home. If human contact is not established the child will remain at the school.
3. **Evacuation to a safe place** requires that a building's inhabitants get out and go somewhere else. Evacuation may mean going outside away from the building and waiting for the danger to pass, or it may demand that students be transported to and temporarily housed at another building. Individual building evacuation plans are listed where appropriate throughout the district.
4. **Sheltering** or "stay where you are" involves keeping students in the school rather than evacuating them to another building or sending them home. This decision would be made when roads are closed or outside travel is very hazardous. Sheltering is usually short term, but conditions could warrant extended sheltering. Individual building sheltering plans are listed where appropriate throughout the district.
5. **Delayed Opening** - In an effort to improve attendance at all levels on days of inclement weather (snow, freezing rain, etc.), the district will implement a plan of delayed opening. With this delayed opening procedure, bus pick-ups and school starting times will be moved back one or two hours.

Incident Command Center - Some emergency situations will require the establishment of an incident command center. The building administrator will determine the most appropriate choice for the incident command center.

Sheltering/Staging Areas - Staging areas are designated safe sites where students and staff can congregate in the event that they must be moved away from a dangerous area such as a hostage situation, or where they can wait for transportation to a safe evacuation site. The diagrams of the building floor plan and the building & grounds site plans are listed where appropriate throughout the district and indicate possible staging areas both in the building and outside the building.

SECTION 4

A – School District Phone Directory (Confidential for Management Team Only)

B – List of Outside Agencies

Agency
Agency for Toxic Substances Drug & Alcohol
Army Corps of Engineers
Bureau of Alcohol, Tobacco & Firearms Explosives
F.B.I.
FAA
Federal Emergency Management Agency
FEMA
National Response Center
Suffolk County Attorney
NYS Department of Transportation
NYS Emergency Management Agency
Suffolk County Emergency Services / Fire Rescue
NYS Dept Environmental Protection
Suffolk County Public Health Department
Occupational Safety & Health Administration (OSHA)
Radio – WALK
Radio – WBLI
Radio – WBAZ
Radio – WLNG
State Police
Suffolk County Emergency Management Coordinator
Suffolk County Police Department
Television - Channel 12
Town of Riverhead Emergency Management Coordinator
US Army, Navy, Air Force Bomb Disposal Unit
US Coast Guard
US Department of Energy Radiological Assistance
US Environmental Protection Agency
Riverhead Fire / Rescue
Town of Riverhead Police
Southampton Hospital
Peconic Bay Medical Center
Poison Control (NCMC)
Southampton Town Police

SECTION 5 – EMERGENCY RESPONSE ACTIONS

Appropriate Emergency Response Actions have been developed for several emergency situations which may include, but are not limited to:

Bomb Threat
Lockdown
Lockout
Shelter-In-Place
Hold-In-Place
Hostage Situation
Intruder
Kidnapped Person
Medical and Social/Emotional Emergencies
Civil Disturbance
Adverse Weather Condition
Air Pollution (In Building)
Airplane Crash
Radiological and/or Terrorist Incident
Hazardous Materials Spill
Loss of Building
Explosion and/or Fire
Carbon Monoxide
Loss of Transportation Fleet
School Bus Accident and/or Fire

BUILDING SECURITY & SIGN-IN PROCEDURES

Each school building requires all visitors to use the front door and to sign in at the lobby and be issued a visitor's pass that is returned upon signing out and leaving the building. Surveillance cameras are located and monitored extensively throughout the district. All visitors must show valid photo identification upon entering a district location.