

2020-21

*District-wide
Safety Plan*

*Commack
School District*



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Commack School District District-wide Safety Plan

Policy Statement

The Commack School 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. The purpose of this plan is to provide emergency preparedness and response instructions, information, communications procedures, and guidelines to protect the safety and well-being of students, staff, and visitors at the time of an emergency. A standardized plan has been developed for all Commack School District (hereinafter known as "District") buildings to promote coordinated preparedness measures and integrated emergency response procedures. The plan will be reviewed by the district-wide safety team at least annually, updated as necessary and adopted by the school board by September 1 each year. Prior to adoption, the district will hold a public hearing to provide for school personnel, student, and public participation, and made available for public comment for at least 30-days. Upon adoption the plan will be posted on the district website and filed with Local and State Police within 30 days of adoption. The URL will be submitted to the Education Department via the annual Basic Educational Data System (BEDS) collection each October to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption

The Board of Education has appointed, under the direction of the Superintendent of Schools, a District-Wide School Safety Team to develop, implement and maintain all provisions of the Plan. This plan correlates all School Building Emergency Response Plans that have been developed by the Building Level School Safety Teams appointed by the Building Principals. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the School Building Emergency Response Team. Upon activation of the School Building Emergency Response Team the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The District Safety Team will coordinate with local BOCES Health & Safety Office for assistance in the development of protocols for accessing these services.

The school district does not tolerate violence or threats of violence on school grounds and by implementation of this Plan will make every effort to prevent violent incidents from occurring. Accordingly, appropriate authorities and budgetary resources have been provided in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. This plan assures that victims or reporters of incidents of violence will not be discriminated against.

A copy of the District-Wide Plan is available upon request and is available at central administration in the office of the Superintendent of Schools. Although the Building-Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, the Building-Level Plan will remain confidential and not be subject to disclosure.

Elements of the District-wide Plan

- Identification of sites of potential emergencies.
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering.
- Responses to an implied or direct threat of violence.
- Responses to acts of violence.
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day 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 district resources and coordination of such resources and manpower available during an emergency.
- Designation of the Chain-of-Command (Incident Command).
- Plans to contact parents and guardians.
- School building security.
- Dissemination of information regarding early detection of potentially violent behavior.
- Plans to exercise and conduct drills to test the 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 reporting of potentially violent incidents.
- A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity.
- Information about the school district including population, staff, transportation needs and telephone numbers of key school officials.
- Documentation and record keeping.

District-Wide School Safety Team

Name	Title	Contact Information
Dr. Donald James	Emergency Coordinator	631-912-2010
Laura Newman	Asst. Superintendent for Business	631-912-2005
Brenda Lentsch	Public Information Officer	631-912-2165
Richard Schramm	Director of Facilities	631-858-3600
Chris Guiffre	Security Consultant	631-858-3611
Jordan Cox	Exec. Dir. of Instruct. Services	631-912-2082
BOE President	Board of Education Representative	631-912-2055
Leslie Boritz	School Principal – High School	631-912-2100
Michael Larson	School Principal – Middle School	631-858-3500
Paul Schmelter	School Principal – Burr Road	631-858-3636
Brian Simpson	School Principal – Indian Hollow	631-858-3590
Kathy Rihm	School Principal – North Ridge	631-912-2190
Jessica Santarpia	School Principal – Rolling Hills	631-858-3570
Michelle Tancredi-Zott	School Principal – Saw Mill	631-858-3650
Michelle Collison	School Principal – Wood Park	631-858-3680
Paula Saltzman	Nurse Representative	631-858-3687
Matthew Cardinale	Teacher Representative	631-912-2288
Paula Montaldo	Parent Representative	631-433-8169
Jen Steinmuller	Police Department Representative	631-512-6492
Tom McFadzen	Fire Department Representative	631-831-2915
	Student Representative	

Responsibilities of the District-Wide School Safety Team

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

1. Recommending training programs for students and staff in violence prevention.
2. Dissemination of information regarding early detection of potentially violent behavior.
3. Developing response plans to acts of violence.
4. Communicating the Plan to students and staff.
5. Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (OSHA 300 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).

6. Making recommendations necessary for updates and changes.

7. Annual security analysis including the inspection of all buildings and recommendations for improved security measures.
8. Conducting annual school building survey of students and staff to identify the potential for violent incidents.
9. Reviewing survey results and recommending actions that are necessary.

Risk Reduction/Prevention and Intervention Strategies

1. Non-violent conflict resolution training programs.
2. Mentors for students concerned with bullying/violence.
3. Anonymous Threat Reporting: the following URL is posted on the District's web site: <https://www.anonymousalerts.com/commackufsd/Students> or parents in the school community can anonymously submit any suspicious activity, bullying or other student related issues to a school administrator(s).
4. As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) all students shall be informed of reasons for testing emergency plans and given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the District-wide School Safety Team and the Building-Level School Safety Team, at a minimum, the following methods may be used

- Early Go-home drill
- Live drill including sheltering, evacuation, or lock-down
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Table top exercises
- Emergency Response Team exercises

The school district recognizes that ongoing evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. At least one exercise will occur in each school building every school year.

Implementation of School Security

School safety personnel will help carry out the School District Comprehensive Safety Plan and may include anyone in the school community. These individuals are not to be confused with school security guards that we employ who are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Guards receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training provided by the District. The district requires that all security guard personnel have at

least 5 years prior experience as a law enforcement officer.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level School Safety Team after review of school building procedures and practices, security surveys, and building-level occupant surveys. Based on these findings we have implemented the following security measures:

- Visitor management / badging procedures – Upon entry into the building the visitor must show photo identification for screening in the District’s credentialing system. Upon successful screening visitor is presented a time-limited access card with specific information as to destination within the building. Anyone in the building without a badge is immediately questioned by building staff and the Principal is informed.
- Video surveillance
- NYS certified security guards.
- A designated School District Security Director.
- Regular security audits.
- Random searches may be considered if deemed necessary.
- Other methods as deemed necessary by the Safety Team and/or First Responders.

Educational Agency Information

Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

Early Detection of Potentially Violent Behavior

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the school district’s Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.

Other methods for informing parents and students include:

- School social worker outreach.

- School counselor involvement.
- Mailings monthly to parents on violence prevention and early recognition.

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School District Comprehensive Safety Plan.

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- Indoor Chemical Storage –
 - High School – Science Laboratory storage
 - Middle School – Science Laboratory storage
- Major Highways & Intersections –
 - Northern Parkway (Middle School)
- Town Landfill & Incinerator (North Ridge & Commack Middle School)
- Iroquois Pipeline (CHS & Sawmill Intermediate School))

Responses to Violence (Incident reporting, Investigation, Follow-Up, Evaluation, and Disciplinary Measures)

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the School Safety and the Educational Climate (SSEC) Form. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team (Threat Assessment Team) for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with local Police, Fire and EMS and other emergency response agencies at the building level. Representatives from these agencies participate on Building-Level School Safety Teams.

Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Police Department.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per School Building Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents.

Investigation:

After the incident has occurred the Threat Assessment Team (District Administrator, Building Administrator, Security Representative and others as necessary) will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy and procedures.

Follow-up:

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The District-Wide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re- evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-

taking, intrusions, and kidnapping.

Disciplinary Measures:

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.

**Emergency Response Protocols
Notification and Activation (Internal and External Communication)**

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on School-Building Safety Teams. These individuals and appropriate means of contact are documented in the Building-Level Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list.

School	Name / Title	Phone	E-mail
Sagtikos	Building Blocks	631-499-1237	dcharbonneau@bbdps.com
Long Acres	Kiddie Care	631-543-4949	rkanes05@gmail.com
Smith's Lane	UCP	631-543-2338	
Cedar Road	SCOPE	631-368-1575	cmarkland@scopeonline.us
Old Farms	Ohman's Schools of Ballet	631-462-6266	office@ohmanballet.com
Old Farms	Child Care Council of Suffolk	631-462-0303	jdoig@childcaresuffolk.org

In general, parent/guardian notification will be conducted by means of either website postings, e-mail messages, recorded phone messages or text messages. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each School Building Emergency Response Plan, specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building Level School Safety Team will be responsible for reviewing and update these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Bomb Threats:

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Building Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The *FBI Bomb Threat Call Checklist* will be available at phone reception areas.

Hostage Taking:

The School Building Emergency Response Plan *Hazard Specific Response Guide* procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

Intrusions:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion. In general the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.

- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911.
- If the situation escalates, plain language will be utilized to notify all teachers to lock doors. Once the alert is announced, administrators will evacuate students who have been locked out of their classroom or are in public areas. Students will be evacuated to a safe area outside the building as per normal evacuation procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Kidnapping:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, when a student has already been documented as present, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcements system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents/Guardians will be notified immediately if the student is located.
- During school hours, when a student has not arrived at school, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as request. No information is to be released to the media.
- To the extent practical, Parents will be notified immediately if the student is located.
- After school hours, when a student has not arrived at home, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student departure from school.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

Responses to Acts of Violence (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System.
- Use of staff trained in de-escalation techniques.
- Inform building Principal.
- Determine level of threat with Superintendent.
- Contact law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary.

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System.
- Determine the level of threat.
- If necessary, isolate the immediate area and evacuate if necessary.
- Inform building Principal/Superintendent.
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency.
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

The following protocols have been implemented for First Responder access to locked buildings and grounds during emergencies:

- Access to school buildings for First Responders is provided through the District's access control system..

School Building Incident Commander Table

School	Primary Incident Commander	Alternate Incident Commander
District	Dr. Donald James	Laura Newman
High School	Leslie Boritz	Matthew Keltos
Middle School	Michael Larson	Frank Agovino
Burr Road School	Paul Schmelter	Donna Forbes
Indian Hollow	Brian Simpson	Julie Rizzo
North Ridge	Kathy Rihm	James Fawcett
Rolling Hills	Jessica Santarpia	Dr. Lori Gary
Saw Mill	Michelle Tancredi-Zott	
Wood Park	Michelle Collison	

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Local Police Department, Suffolk County Office of Emergency Management, Suffolk County Department of Mental Health, Suffolk BOCES District Superintendent, and others as deemed necessary. For specific assistance beyond the scope of the school district's resources, the Suffolk County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response.

District Resources Use and Coordination

School Building-level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including Chain-Of-Command.

Protective Actions

School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency:

- School Cancellation
- Early Dismissal
- Evacuation
- Sheltering
- Lockdown
- Lockout

Homeland Security System

The New York State Homeland Security System for Schools will be adhered to as follows:

1. LEVEL RED – SEVERE RISK
R1 – Close school before opening
R2 – Close school while in session
R3 - Lockdown
R4 – Short-term shelter in-place
R5 – Transfer to alternate location or emergency shelter
2. LEVEL ORANGE – HIGH RISK
O1 – Complete O2 and activate lockout procedures
O2 – Complete level Yellow; Limit access to facilities; Review building use permits and evaluate field trips.
3. LEVEL YELLOW – ELEVATED RISK
Review building use permits.
Confer with authorities for further action.
4. LEVEL BLUE – GUARDED RISK
Restrict parking and increase surveillance.
5. LEVEL GREEN- LOW RISK
Normal Operations

Recovery – School District Support for Buildings

The School Building Emergency Response Teams and the Post-incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

Superintendent of Schools	Dr. Donald James
Assistant Superintendent for Business	Laura Newman
Director of Facilities	Richard Schramm
Security Consultant	Chris Guiffre
Transportation Coordinator	Lois Webster
Food Service Director	Maureen Rice
Lead Nurse	Paula Saltzman

➤ Others as deemed necessary

Disaster Mental Health Services

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services as outlined in our Safety Plan. Depending on the scope of the situation, the Suffolk County Emergency Management Office may be contacted to help coordinate a County or State-Wide effort.

Forms and Recordkeeping

The following forms have been developed for this purpose and will be located in the Forms Section of the School Building – Level Emergency Response Plan.

- Emergency Procedures Notification
- Incident Report Form
- New York SED Bomb Threat Report Form
- Parent/Guardian Notification
- Post-Emergency Review Form
- Red Cross Mass Care Facility Survey
- Red Cross Shelter Agreement