

**WAINSCOTT COMMON SCHOOL DISTRICT**

**DISTRICT-WIDE**

**SAFETY and CRISIS RESPONSE PLAN**

**2024-2025**

Wainscott Common School District  
P.O. Box 79  
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[www.wainscottschool.org](http://www.wainscottschool.org)

**Board of Trustees and Administration**

**President**

David E. Eagan

**Members**

Kelly Anderson  
William Babinski

**Superintendent of Schools**

Deborah A. Haab

**Administration**

Wendy Duffy, Business Manager  
Mary Johnsen, Director of Special Education

**District Clerk**

Norma Bushman

### **1.1 Mission and Goals**

The mission of the Wainscott School District in an emergency/disaster is to:

1. Protect lives and property
2. Respond to emergencies promptly and properly
3. Coordinate with local emergency services and community resources
4. Aid in disaster recovery, including accurate documentation.

The safety goals of the Wainscott School District are to:

1. Provide emergency response plans, services, training and supplies.
2. Ensure the safety of students, staff, and visitors to the school.
3. As quickly as possible, restore normal operation by coordinating staff and facilities.

The Director of Safety is the Chief Emergency Officer and is responsible for:

1. Communication between school staff, law enforcement and first responders
2. Ensuring staff are trained in the district and building safety plans

### **1.2 Objective**

1. The District mitigates against the effects of hazardous events by identifying hazards, preparing for and responding to, and managing the recovery from emergencies.

2. The District shall provide training for school personnel and students that includes violence prevention, mental health awareness, and emergency situation drills, in accordance with law.

3. The multi-hazard emergency plan addresses emergency situations and identifies immediate action guidelines for responding to specific types of incidents.
4. The National Incident Management System (NIMS) and Incident Command System (ICS) uniformly manages emergencies with set processes, protocols, and procedures.

### **1.3 Plan Development, Maintenance, Distribution**

The Emergency Response Teams are responsible for the development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and

exercising the ERP. Various agencies are involved in responding to school incidents, including emergency responders (police, fire, EMT, mental health). An important component of the ERP is advanced planning with these various agencies, as well as community service Providers to aid in a timely response.

**1.4 Distribution of the Plan**

School ERPs are confidential and not subject to disclosure under Article VI of the Public Officers Law.

Agency	Name of Receiving Party	Date
New York State Police	Safe Schools NY	
New York State Police	Major David Candelaria	
East Hampton Town Police	Michael D. Sarlo	
Bridgehampton Fire Department	Chief Nicholas Hemby	
Town of Southampton Fire Marshall	John Rankin	

**1.5 Plan Review and Updates**

School safety plans are reviewed annually and updated by July 1st as needed.

**Section 2. Emergency Response Teams (ERT)**

**2.1 District-Wide Emergency Response Team**

The District-Wide School Safety Team has the following goals and consists of diverse stakeholders, including:

Stakeholder	Organization	Appointee
Teachers	Wainscott Teachers	Kelleann Yusko

District Leadership	Wainscott CSD	Deborah A. Haab, Superintendent
District Leadership	Wainscott CSD	Kelleann Yusko, Lead Teacher
District Leadership	WCS Board of Trustees	David E. Eagan Kelly Anderson William Babinski
Insurance Provider	NYSSIR	Advisory (as needed)

- Ensures compliance with the provisions of the SAVE legislation
- Reviews supplemental information related to school safety planning
- Manages the District-Wide School Safety Plan
- Conducts a Public Hearing on the District-Wide School Safety Plan
- Coordinates efforts with the Board Policy and the Health and Safety Committee
- Completes activities in accordance with Implementation Timeline
- Develops a list of required follow-up activities to fully implement the safety plans
- Coordinates with the East Hampton Town Police Department, Bridgehampton Fire Department, New York State Police Department, and the Suffolk County Department of Emergency Services for training, resource and information sharing

**2.2 Building-Level Emergency Response Teams (SERT)**

The initial emergency response, from the Emergency Response Team (SERT), follows protocols to ensure safety and supervision in a crisis. Upon activation of the SERT, the Superintendent of Schools (or designee) will be notified of the emergency. Crisis response includes managing school buildings, grounds, occupants, and rescue and recovery personnel during and after a crisis. The SERT is comprised of diverse stakeholders who are trained and typically do not have direct responsibility for students.

### Universal Emergency Response

Position	Name
Local Law Enforcement	East Hampton Town PD Commanding Officer Michael Sarlo
Local Fire Department	Chief Hemby
Director of School Safety	Deborah Haab, Superintendent

Position	Name
School Business Manager	Wendy Duffy
School Nurse	Maria Discipio
School Psychologist	Steven Kaufman
Superintendent's Secretary	Norma Bushman
District Clerk	Norma Bushman
Teacher-Lead	Kelleann Yusko
Teacher	Mark Carlson
Teacher	Shannon Nunez
Teacher	Alessandra Porco
Director of Special Education	Mary Johnsen

### Section 3. Reducing Risk (Prevention, Intervention, Response)

Training with students and staff at the beginning of the school year does the following:

- Encourage reporting violent behaviors without fear of repercussion
- Inform students of the proper procedures to discuss problems
- Inform students of youth-run programs, peer mediation programs, conflict resolution and student mentoring programs available to them from community resources

The District's bullying and harassment policy/procedures and protocols are shared with all staff and students.

- Staff members are trained to recognize and effectively deal with these behaviors
- Classroom rules provide consistent consequences for inappropriate behavior
- Students are made aware of the signs and symptoms of violence

### **3.1 Training**

Staff and students shall be trained to respond to emergency Situations through age appropriate drills and exercises in each school building, including:

- Evacuation drills
- Live drills including sheltering or lock-down
- Tabletop exercises
- Emergency Response Team exercises with SERT

The District may invite local emergency services to participate to test the efficacy of the emergency response plan. The building administrators in conjunction with the school safety coordinator will establish an annual schedule of drills for each facility in accordance with law.

### **3.2 Implementation of School Security to Reduce Risk**

The District's physical environment, personnel, procedures and policies help ensure safety of all students, staff, and visitors who lawfully enter district property.

#### **District Clerk/Administrative Assistant**

The District Clerk/Administrative Assistant works in close contact with the staff and student population, providing a sense of security for students, staff and visitors. Duties include:

- Greet visitors and determine their purpose
- Door Security
- Alert building administrator or teachers about situations
- Report vandalism and unsecured areas to building administrator

- Other duties specific to security as determined by the building administrator

Required training and required knowledge shall include:

- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses
- Site specific training (initial training/ongoing/annual refresher) including review of all manuals (e.g. policies, School Safety Plan, etc.)
- Right to know training
- Blood borne pathogen training

**School Safety Officer/Guard** (Not Applicable-District Does Not Employ)

### **3.3 Early Detection of Potentially Violent**

**Behaviors** Personnel involved with students shall receive training on warning signs and symptoms of suicide and violent behavior, including:

- Crisis Prevention Intervention
- Staff shall be trained in recognizing signs and symptoms or potential violence
- Building administrators will coordinate training in conjunction with psychologist and outside consultants  
Training shall be implemented as follows:
- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses
- Violence prevention training on regular conference days (annually)
- Right-to-know training (as required by law)
- Blood borne pathogen training (as required by law)
- Additional training based on discretion and needs
- Knowledge of school board policies that are related to safety and security
- Knowledge of District-Wide School Safety Plan and specific roles related to plan
- Training in the use of security devices as needed



## **Dissemination of Information**

- Mechanisms such as School Messenger, mailings, newsletters, meetings, open house presentations and counseling sessions are used for disseminating materials. This format will include multi-cultural and non-English speaking households
- Plain language review of procedures for bomb threat, intruder and evacuation drills prior to actual drills
- Classroom and/or assembly orientations on security and safety issues
- Nonviolent conflict resolution
- School Safety program such as DARE

## **Hazard Identification**

Off-campus sites exist as both emergency safe-havens and potential hazards

- School buildings
- The Chapel

## **3.5 Communication, Notification and Activation**

In the event of a violent incident, personnel will notify the main office, including the Superintendent, regarding the nature of the incident and the need to call 9-1-1 for assistance. All personnel are authorized to call 9-1-1 and initiate a lock-down. Communication methods may include telephone, fax/email, district radio system, intercom, local media, emergency alert system, social media, cellular phones and others as deemed necessary. The Incident Commander will determine appropriate notifications and methods in the event of an actual emergency.

## **Contacting Parents/Guardians in the Event of a Violent Incident**

Incident Building Administrator will contact parents or guardians in the event of violent incidents and crisis situations. When a student is involved in any violent situation, a parent or guardian shall be contacted as soon as practical. In the event of a violent incident or any early dismissal, parent/guardian notification shall be conducted by means of the School Messenger list of emergency contacts

established in the school building. It may be necessary to use other means such as social media.

### **3.6 Response to Threats or Acts of Violence**

Each building shall direct students, staff and visitors to respond to disaster and emergency situations:

- Designation of Incident Response Team  
School personnel, local, regional and/or state emergency response agencies; a post-incident response team; medical personnel, mental health counselors and others who can assist in coping with the incident's aftermath.
- Ready access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area;
- Establishment of internal and external communication systems in emergencies
- Definition of the chain of command in a manner consistent with the National Interagency Incident Management System/Incident Command System.
- Policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property

The foundation of the District-Wide School Safety Plan includes basic crisis prevention measures. These measures shall be practiced on a daily basis by all personnel:

- Scanning the room and secondary exits upon first entering
- Immediately notifying administration of anything suspicious
- Closing and locking the door when leaving the room vacant
- Locking all entrances after school begins, except those where access is controlled
- Visitors reporting the Main Office to sign in and out

### **3.7 Emergency Assistance and Guidance from Local Government**

Depending on the nature of the emergency, the District may need to contact 9-1-1 to obtain local emergency services. Other agencies may be contacted, including the American Red Cross, private industry groups and religious organizations, among others. In the event that the Suffolk County Executive implements Article 2B of Executive Law relating to State and Local Natural and Man-Made Disasters, the Superintendent of Schools or designee will obtain advice and assistance, as necessary, from the Suffolk County Executive and the Suffolk County Emergency Management Office.

#### **4.0 Protocols for Responding to a Declared Public Health Emergency**

##### **Communication Plan for 2024-2025**

- The Wainscott School will use mail, newsletters, the district webpage, and School Messenger system to communicate with students, parents or legal guardians of students, staff and visitors.
- These methods of communication will be used to share applicable instructions, training and as a consistent method to provide individuals with information.
- Signage will be used throughout the school and on school property to communicate hand hygiene, proper face covering wearing, social distancing and respiratory hygiene.
- School staff will provide regular updates about health and safety, scheduling and all other information families should be aware of.
- When distributing plans and information, the school employees will make clear the ways that families can provide feedback.
- The Superintendent of Schools will serve as the coordinator of contact upon the identification of positive COVID-19 cases and be responsible for subsequent communication. This includes being responsible for answering questions from students, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

- Communication from the Wainscott School shall be available in both Spanish and English.

#### **4.1 Emergency Remote Instruction Plan**

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

- The Superintendent/Principal will notify the Board of Trustees, teachers and support staff, community members, local police, village officials, fire and rescue officials and BOCES and State officials of the school closing.
- The Superintendent/Principal will notify the Board of Trustees, teachers and support staff when remote learning will begin.
- Teachers and or support staff will notify parents that the school is instituting remote learning. Including:
  - a. Days
  - b. Times
  - c. Online computer access instructions
  - d. Daily learning activities schedule
- Teachers and students will utilize their electronic devices (IPads, Chromebooks, laptops) and the designated software programs assigned to each student, including daily log-in times for each student to participate in remote instruction.
- Teachers will communicate lessons and activities planned for each day of instruction while the school is on remote learning consistent with current curricular and Next Generation Learning Standards.
- Teachers will supply video/audio instruction through specific platforms that will be shared with students and their families.
- Teachers will determine assignments and procedures for submitting assignments online.
- The District Clerk will keep track of daily student attendance for remote instruction.
- Parents will be notified of student assignments and their progress.

- The Superintendent/Principal or her designee will notify all parties listed in at the beginning of this plan of the status of the emergency and when the school will reopen for classes in school.

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