

**WAINSCOTT COMMON SCHOOL DISTRICT**

**DISTRICT-WIDE**

**And**

**BUILDING-WIDE**

**SAFETY and CRISIS RESPONSE PLAN**

**2024-2025**

**Wainscott Common School District**

**P.O. Box 79**

**47 Main Street**

**Wainscott, New York 11975**

**(631) 537-1080**

**[www.wainscottschool.org](http://www.wainscottschool.org)**

**Board of Trustees and Administration**

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**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.

<b>Agency</b>	<b>Name of Receiving Party</b>	<b>Date</b>
New York State Police	Safe Schools NY	
New York State Police	Thomas G. Donlon	
East Hampton Town Police	Michael D. Sarlo	
Bridgehampton Fire Department	Chief Thomas Federico	
Town of Southampton Fire Marshall	John J. 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:

<b>Stakeholder</b>	<b>Organization</b>	<b>Appointee</b>
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	Bridgehampton Chief Thomas Federico
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.

### **Healthy Hygiene Practices for 2024-2025**

Healthy hygiene practices will be taught and re-taught in the school setting for both students and staff. The Wainscott School will provide instruction to the school community in hand and respiratory hygiene, along with providing adequate supplies and time to allow for frequent hand hygiene.

The Wainscott School will post signs throughout the school and will regularly share messages with the school community. Signage will be used to remind individuals to:

- Stay home if they feel sick
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school
- Properly store and when necessary, discard PPE
- Adhere to social distancing instructions
- Report symptoms of or exposure to COVID-19
- Follow hand hygiene and cleaning and disinfecting guidelines
- Follow respiratory hygiene and cough etiquette

The Wainscott School will teach healthy hygiene practices in person, by videos, announcements and posters or signs.

The Wainscott School will post signage in highly visible areas such as entrances, restrooms, classrooms, offices and common areas.

## **Hand Hygiene**

Students and staff must practice good hand hygiene to help reduce the spread of COVID-19. Wainscott School will plan time in the school day schedule to allow for hand hygiene. Hand hygiene includes:

- Traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds) which is the preferred method
- Use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available and hands are not visibly dirty
- Provide hand sanitizer throughout common areas (e.g. entrances, hallways) near high touch surfaces and use touch free dispensers when able
- Some students or staff may be unable to use alcohol-based hand sanitizers for health reasons therefore they must be permitted to wash their hands with soap and water

The CDC guidance on when and how to wash your hands provides information on when hand washing should occur, how to wash hands correctly and how to correctly use alcohol-based hand sanitizers. The Wainscott School will provide the following:

- Adequate facilities and supplies for hand washing including soap and water
- Paper towels or touch free paper towel dispensers where feasible (hand dryers are not recommended as they can aerosolize germs)
- Alcohol based hand sanitizers with at least 60% alcohol or disinfectant hand wipes
- Time in the schedule to allow for frequent hand washing

The Wainscott School will promote the proper hand washing before meals, after recess or physical education, before and after

removing PPE and other times as appropriate. At a minimum, students and staff should wash hands as follows:

- Upon entering the building and each classroom
- After using shared objects or surfaces (e.g. electronic devices, desks or tabletops)
- Before and after snacks and lunch
- After using the bathroom
- After sneezing, wiping or blowing nose or coughing into hands
- Upon coming in from outdoors
- Anytime hands are visibly soiled

### **Respiratory Hygiene**

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that students and staff cover their mouths or noses with tissue when coughing or sneezing and dispose of the tissue appropriately.

A supply of tissues and no touch/floor pedal trash cans should be available in each room when feasible. If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

### **Appendix A - Pandemic**

#### 1. Essential Positions

- A. Superintendent, to oversee all district operations.
- B. Superintendent to act as liaison with County and State Departments of Health. School nurse to assist with this function in communicating with the community.
- C. Cleaning Service to keep buildings clean, sanitized, accessible and operating.

- D. Secretarial/Office, to answer phones, communicate with community and other critical agencies.
- E. Educational Technology Consultant shall be on call for support and may need to enter the building as needed to resolve technical issues as they arise.

## 2. Telecommunications

- A. All staff have district provided laptops or chromebooks.
- B. All staff have internet access.
- C. All staff have a list of all staff phone numbers.
- D. IT will investigate the transfer of all phones to homes from those that are working from home as soon as buildings need to close and people must work from home.

## 3. Staff Work Schedules

- A. Superintendent will schedule staff to use the building as needed.

## 4. Personal Protective Equipment

- A. School staff will order all needed materials for staff and students.
- B. Materials and supplies needed for cleaning and Sanitizing will be ordered by office staff.
- C. Supplies should be enough for three months.
- D. Storage for daily use will be in the nurse's office and the main office. Long term storage in custodial Closet in the kitchen.

## 5. If Students or Staff become ill with Symptoms of COVID-19 at School

- A. The Wainscott School will observe the following as prescribed by NYSED, CDC, and DOH

"Schools should follow Education Law § 906, which provides whenever...a student in the public school shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of

others in the school, he or she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall immediately notify a local public health agency of any disease reportable under the public health law 7. The director of school health services, or other health professionals action upon the direction or referral of such director, may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

School staff must immediately report any illness of students or staff to the school nurse or other designated school staff. Such reports should be made in compliance with FERPA, and Education Law 2-d. If the nurse chooses to go to classrooms to make assessments of students, this also should be done in a manner that protects the student's confidentiality. If there are several students waiting to see the school nurse, arrangements should be made to have the students wait at least 6 feet apart. Ideally schools should have two rooms for school health personnel - one room for healthy students who have injuries or need their medications, or nursing treatments, and another room for assessing and caring for ill students and staff. Both rooms require a supervising adult to be present and should have easy access to a bathroom and sink with hand hygiene supplies. School nurses and other school health professionals assessing or providing care to ill students and staff should follow Transmission-based precautions which includes the use of appropriate PPE (see section on PPE).

Students suspected of having COVID-19 awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult/present utilizing appropriate PPE. Multiple students suspected of COVID-19 may be in this isolation room if they can be separated by at least 6 feet.

If a separate room is not available, keep at least a 6 foot distance between ill students and other persons. If they cannot be isolated in a separate room from others, it is recommended that a facemask (e.g. cloth or surgical mask) be provided to the



student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home. It is recommended that:

Students should be escorted from the isolation area to the parent/guardian;

The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center. The student will not be allowed to return unless he/she has a written note from his/her Primary Care Physician stating that the student was examined, tested (if suspected of COVID-19), and is not contagious with any infectious disease. The School Nurse and/or the primary care physician will direct the family to the nearest COVID-19 testing site. The DOH will direct the school district for further actions (closing, temporarily closing certain areas of the school, reopening). We will likely dismiss students in that particular class and teacher for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for the cleaning service staff to clean and disinfect the affected facilities. The district will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

The CDC and NYSDOH recommend:

- A. Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- B. Opening outside doors and windows to increase air circulation in the area.
- C. Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- D. Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms and common areas.
- E. Once the area has been appropriately cleaned and disinfected it can be reopened for use. Individuals without

close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.

If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

## 6. Contact Tracing

The Wainscott School will keep a record of all essential staff members, his/her hours, and each person he/she comes in contact with each day. The School Nurse, school administration, and office staff will work closely with the New York State Department of Health's contact tracing department and the Suffolk County Department of Health. The School Nurse has been trained by NY State on protocols for contact tracing. All essential employees will sign in and out each time he/she enters or leaves the building with a description of locations during the time out of the building including persons he/she came into contact with.

If you test positive, a COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child care, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you've been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others.

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record.

Your caller ID will say "NYS Contact Tracing" (518-387-9993).

Please answer the phone so we can keep NY moving forward and stop the spread of COVID -19" from the NY State Department of Health.

7. Most Recent CDC COVID-19 Guidelines for Schools:

[https://coronavirus.health.ny.gov/system/files/documents/2022/09/2022-23-school-year-covid-19-faqs-for-schools\\_9-8-2022\\_0.pdf](https://coronavirus.health.ny.gov/system/files/documents/2022/09/2022-23-school-year-covid-19-faqs-for-schools_9-8-2022_0.pdf)