

**WAINSCOTT COMMON SCHOOL DISTRICT**

**DISTRICT-WIDE**

**And**

**BUILDING-WIDE**

**SAFETY and CRISIS RESPONSE PLAN**

**2026-2027**

**Wainscott Common School District**

**P.O. Box 79**

**47 Main Street**

**Wainscott, New York 11975**

**(631) 537-1080**

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

**Board of Trustees and Administration**

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Kelly Anderson

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**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             | Steven G. James                |             |
| 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,<br>Superintendent                   |
| District Leadership | Wainscott CSD            | Kelleann Yusko, Lead<br>Teacher                      |
| District Leadership | WCS Board of<br>Trustees | David E. Eagan<br>Kelly Anderson<br>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**

| <b>Position</b>           | <b>Name</b>                                           |
|---------------------------|-------------------------------------------------------|
| 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                          |

| <b>Position</b>               | <b>Name</b>           |
|-------------------------------|-----------------------|
| School Business Manager       | Wendy Duffy           |
| School Nurse                  | Maria Discipio        |
| School Psychologist           | Polly Robinson Psy.D. |
| Superintendent's Secretary    | Norma Bushman         |
| District Clerk                | Norma Bushman         |
| Teacher-Lead                  | Kelleann Yusko        |
| Teacher                       | Mark Carlson          |
| Teacher                       | Shannon Nunez         |
| 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 2026-2027**

- 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.

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

### **Healthy Hygiene Practices for 2026-2027**

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 respiratory and hand hygiene, along with providing adequate supplies and time to allow for frequent hand and respiratory 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
- Follow hand hygiene
- Follow 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 Germs. 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. At a minimum, students and staff should wash hands as follows:

- Upon entering the building and each classroom
- 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**

Germs spread 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.