

**DEER PARK UNION FREE SCHOOL DISTRICT**

**DISTRICT WIDE AND  
BUILDING SCHOOL SAFETY  
PLANS**

UPDATED: SEPTEMBER 23, 2015

## **POLICY STATEMENT**

The “Deer Park District Wide School Safety Plan” is established to provide for the safety, health, and security of students, staff and visitors. This plan is the result of a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of potential emergency situations.

In accordance with “Safe Schools against Violence in Education” (SAVE), the Board of Education has created the District Level School Health and Safety Committee to develop, implement and maintain all provisions of the “District Wide School Safety Plan” and coordinate with the District Wide Emergency Response Team. The district level plan provides emergency data relevant to the entire district and incorporates each “Building Level Emergency Response Plan” as developed by the Building Level Health and Safety Committees. In the event of any emergency, the initial response at an individual school building will be the responsibility of the Building Level Emergency Response Team. In any emergency, the Superintendent of Schools and appropriate emergency response agencies will be promptly notified. The nature of a situation will dictate the degree of interaction with emergency response agencies.

The district wide and building level plans are formally adopted by the Board of Education. The district level plan is filed with the Commissioner of Education and reviewed annually by the District Level Health and Safety Committee. The district and building plans are filed with the local First Police Precinct and Deer Park Fire Department.

Implementation of this plan addresses efforts to prevent violent incidents from occurring and establishes standard operating procedures when dealing with various types of emergencies. The District does not tolerate weapons, violence or threats of violence. This plan requires the prompt reporting of all weapons, violent incidents or threats, and assures that victims or reporters of incidents of violence will not be discriminated against. The District encourages participation of the entire school community in support of this effort.

A copy of the “District Wide School Safety Plan” is available on the district’s website homepage. Although the “Building Level Emergency Response Plans” are linked to the district plan, in accordance with Education Law, the building level plan will remain confidential and not be subject to disclosure.

Although the committees diligently incorporate the most current school safety strategies and efficiencies into these plans, it is critical to consider that the exact actions taken by the District and Building Response Teams must depend on the specific circumstances of a given situation.

### **DEFINITIONS**

District Level Health and Safety Committee – Board member, district administrator, parent, student, school safety officer and union representative

District Level Health and Safety Team – Central office administrators, Building and Grounds Supervisor, School Safety officer, Transportation supervisor

## **RESPONSIBILITIES OF THE DISTRICT LEVEL HEALTH AND SAFETY COMMITTEE**

The District Wide Health and Safety Committee will meet quarterly and as needed to act as a threat assessment team with responsibility to assess the vulnerability of the school district to emergency situations and recommend to the Superintendent of Schools and Board of Education necessary preventative measures and improvements to the plan. The committee will annually audit the "School Safety Plan."

## **RESPONSIBILITIES OF THE DISTRICT WIDE HEALTH AND SAFETY TEAM**

1. Gather input from the District Wide and Building Level Health and Safety Committee.
2. Recommend training programs for students and staff in violence prevention and emergency response procedures for various emergency situations
3. Disseminate information regarding early detection of potentially violent behavior.
4. Develop response plans to acts of violence.
5. Develop procedures to communicate the district wide safety plan to staff and students.
6. Review previous incidents of violence and examine existing records to identify patterns to be addressed.
7. Review other district emergencies and identify additional procedures for future improvements to the district response.
8. Arrange for annual district security analysis and recommend improvements.
9. Survey staff and students to identify potential for violent incidents.

## **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 be documented. The District will maintain confidentiality where appropriate. There will be no reprisal for reporting incidents. Incidents will be reported as follows:

School Building/Principal/Administrator or Designee will be responsible for receiving and responding to reports including anonymous reports. Information on the reporting process for students and staff are provided as part of the violence prevention training program. Incidents of violence will be reported to and evaluated by the District Level Response Team to compile data and evaluate violence prevention efforts.

Relationships will be established with local law enforcement officials and emergency response agencies at the building and district levels.

## **REPORTING**

Once an incident has been reported, and depending on its severity, the Building Principal/Administrator or designee will:

- Report to the local Police Department.
- Activate the Building Response Team.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety of students and staff 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 if it is safe to remain. If necessary, initiate appropriate emergency protocol (evaluation, lockdown, lockout, shelter in place).
- Provide incident debriefing to students/staff as needed.
- Notify parents.

### **INVESTIGATION**

After an emergency or violent incident, the Superintendent will review what has occurred and determine the appropriate level of investigation and follow-up. Depending on the situation, the Superintendent may convene the District Level Response Team to conduct a debriefing, focusing on facts that may prevent recurrence, not to find fault. 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 Level Health and Safety Team is responsible for ensuring that school building security analysis are periodically re-evaluated. These physical evaluations will focus on the identification and assessment of security issues and address necessary improvements. These evaluations will consider the potential for different types of violent incidents including bomb threats, hostage taking, intrusions, kidnapping, etc. Professionals from local emergency services and private experts may be consulted as necessary.

## **DISCIPLINARY MEASURES**

The School District Code of Conduct is the basis for determining the appropriate disciplinary measures.

## **CODE OF CONDUCT**

The School District has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors, and the disciplinary actions resulting for violations. A copy of the Code of Conduct can be obtained on the district's website.

## **RISK REDUCTION/PREVENTION AND INTERVENTION**

### **PREVENTION/INTERVENTION STRATEGIES**

#### **➤ Prevention**

1. Responsibility of staff to report any suspicious packages or activities. They should also close their rooms when leaving for the day.
2. Custodians should secure all areas and check for locked doors.

#### **➤ Program Initiatives** – Risk reduction, prevention and intervention strategies that schools have implemented are listed below. Schools are encouraged to develop strategies that will best fit their needs.

- World of Difference Program, R.I.C.E. (Respect, Impulse Control and Compassion and Equity)
- B.R.A.V.E. Program which discourages bullying.
- The Buddy Program, PPS Team class presentations on good decisions, clubs that directly impact student well-being. World of Difference, Students Against Destructive Decisions, Athletes Helping Athletes, Be the Change Team, and the Gay-Straight Alliance.

### **TRAINING, DRILL AND EXERCISES**

The District trains students and staff on emergency response procedures through required annual drills and exercises in each building including lockdown, lockout, sheltering, early release, fire and evacuation. The District also performs table top and functional exercises. The District evaluates drills and exercises for improved response procedures and invites local agencies to participate in and to help evaluate exercises as needed.

## **SCHOOL SECURITY**

School security personnel will assist in implementing aspects of the “School Safety Plan”. Deer Park security staff receives appropriate training and required certification. Appropriate school building security procedures will be determined by the District Level Health and Safety Team and Building Level Health and Safety Team. Measures may include:

- Entrance guards and hall monitors
- One point of entry for all visitors
- Visitor badge/sign in procedures
- Video surveillance
- Random searches
- Academic testing areas are prescreened during regents and advanced placement examinations and entering and egress is confined to a single door under the control of a monitor. Students do not have access to lockers.
- Other means as necessary

## **SCHOOL DISTRICT INFORMATION**

Each Building Level Emergency Response Plan will contain vital information such as building schematics, school population, location of students/staff with disabilities, number of staff, transportation needs, and telephone numbers of key personnel.

- Copy of Building Plans (each building) will be **sent to the First Police Precinct**.
- Vital school and district information is included in the emergency “go” bags. The principal’s office is the primary location and the alternate location is the health office. The nurse is also instructed to remove all medications to the command post.

## **EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR**

The District Level Health and Safety Committee 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 strategies. Training may be conducted by in-house staff, local agencies, or others as deemed appropriate.

## **HAZARD IDENTIFICATION**

As part of each Building Level Emergency Response Plan, each Building Level Health and Safety Committee will determine sites of potential emergencies that may directly impact their school. Such sites may include buildings, playgrounds, adjacent properties, off-site locations, athletic field houses, buses, and off-site field trip locations.

# **EMERGENCY RESPONSE PROTOCOLS**

## **NOTIFICATION AND ACTIVATION**

Effective communication between the emergency response team and the local emergency responders is essential in the event of a violent incident or emergency situation. Building Level Health and Safety Committees will establish these partnerships and document emergency contacts in the building level plan. Deer Park UFSD does not prohibit any staff, students or visitors from calling 911 in an emergency.

## **INTERNAL COMMUNICATION**

During an emergency, all phones and other communication devices are for emergency use only. Internal communication is specifically addressed in the Building Level Response Plan. Depending on the situation, communication methods may include telephone, fax, e-mail, Nextel, radio, intercom, alarm system, cell phone, bullhorn, and others as necessary. Deer Park UFSD uses plain language rather than codes when making emergency announcements. The district also participates in the SAVE Hotline which connects each building directly to the First Precinct.

### **➤ Report Incidents to the Local Police Department (Calling 911):**

1. Identify yourself.
2. Give the school location and your location in the building.
3. Identify the nature of the situation.

## **PARENT/GUARDIAN NOTIFICATION**

Parent/guardian notification will generally be conducted by means of the telephone emergency contact information maintained at each school. In some cases it may be necessary to use the automated telephone system, internet, media, or other means as determined by the Superintendent of Schools.

### **➤ Notification to Parents and Guardians**

Phone numbers are included in the “Go” Bags at each school building. The phone numbers are updated at least annually and whenever changes become necessary. Parents are notified when an early dismissal is necessary as the result of evacuating a school building.

WINS (1010 AM)	WCTO (94.3 FM)
WHLI (1100 AM)	WKJY (98.3 FM)
WGSM (740 AM)	WALK (97.5 FM)
WOR (710 AM)	WBAB (102.3 FM)
Cablevision – Channel 12	FiOS 1 News Long Island

## **RESPONSE PROTOCOLS**

The District recognizes that many different types of emergency situations may arise resulting in the need for specific or combined emergency response protocols. A detailed listing of emergency responses is included in each Building Level Emergency Response Plan. Each Building Level Health and Safety Team is responsible for reviewing and updating these responses and communicating them to students and staff. Each building level plan is required to be updated annually to include possible changes in student population, staffing, location of staff and students with special needs and building schematics; as well as any district changes to safety protocols. These changes must be submitted to the Superintendent, in writing, for authorization and to maintain continuity with the building plans throughout the district.

All building administrators are required to familiarize themselves with the proper procedures for all types of emergencies that are identified in their Building Level Emergency Response Plan so appropriate decisions may be made and immediate response taken.

### **➤ Situational Responses Multi-Hazard Responses**

Bomb Threats	Thunderstorm/Lightning Storm
Civil Disturbance	Tornado
Hostage Taking	Winter Storm
Intrusions	Flood
Kidnapping or Missing Student	Air Pollution
Epidemic/Pandemic	Gas Leak
School Bus Accident	Hazardous Material – Off-Site
Food Poisoning	Hazardous Material – On-Site
Earthquake	Radiological Incident
Hurricane/Tropical Storm	

## **BOMB THREATS**

Building administrators will familiarize themselves with “Bomb Threat” procedures identified in their Building Level Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the threat. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are to be addressed in the building level plan. The “FBI Bomb Threat Call Checklist” will be available at phones most likely to receive outside calls.

## **CIVIL DISTURBANCE**

- At the beginning of an actual or potential civil disturbance, obtain the following information:
- Where, specific location?
  - When, time begun?
  - How many persons involved?
  - What is taking place?
  - Purpose or intentions of the group.
  - Identifies of participants, if known.



- Notify Superintendent and implement policy directives.
- Notify staff and students and move them away from areas where confrontations are or may be occurring.
- Consider closing of school if conditions warrant.
- Consult with police, community leaders and other appropriate parties prior to reopening of school.

### **HOSTAGE TAKING**

Building administrators will familiarize themselves with the Building Level Emergency Response Plan that will include “hostage taking” procedures to be followed in the event of a hostage situation.

- 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 announcement 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 Building Level Emergency Response Plan will include procedures to be followed in the event of an intruder. Main entrance monitors and hall monitors are to be included in intruder awareness training.

- 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) refuses to leave, inform them they are in violation of the law, and the police will be notified. Dial 911 or other appropriate emergency notification.
- If the situation escalates, a public address system announcement, “**Lockdown**”, will be utilized.
- 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.

## **ABDUCTION OR MISSING STUDENT**

The “Building Level Emergency Response Plan” will include procedures to be followed in the event of abduction.

- 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 will search the building and also utilize the public announcement system.
- If the student is not found, the Superintendent, parent/guardian and the 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 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 requested. No information is to be released to the media.
- 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 and their departure from school.
- Advise parent/guardian to contact friends.
- 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.

## **MEDICAL EMERGENCIES**

### **EPIDEMIC/PANDEMIC**

- Identify the problem.
- Notify Public Health Officials.
- Follow directives of the School Physician and Public Health Officials.

### **SCHOOL BUS ACCIDENT**

- Relocate pupils away from danger area.
- Render first aid to injured persons.
- Request emergency assistance from Police Department and Fire Department Rescue Squad.
- Notify School District Administration. If needed, request spare vehicle to transport uninjured pupils.

### **FOOD POISONING**

- Identify the problem.
- Notify Public Health Officials
- Follow directives of the School Physician and Public Health Officials.

### **NATURAL WEATHER RELATED HAZARDS**

- Monitor National Weather Service advisories and media reports.

### **EARTHQUAKE**

- Monitor any National Weather Service Watch/Warning.
- **If Indoors:** DROP to the ground; take COVER by getting under a sturdy table and HOLD ON until the shaking stops. Stay away from glass, windows, outside doors and walls.
- Stay inside until the shaking stops and it is safe to go outside.
- DO NOT use the elevators.
- **If Outdoors:** Stay there. Move away from the building, streetlights and utility wires.

### **HURRICANE/TROPICAL STORM**

- If Hurricane/Tropical Storm Warning is issued, consult District Superintendent and local Emergency Management Office to coordinate cancellation of school session. Implement “Go Home” plan, if appropriate.
- Take actions to protect school physical plants, as advised by County Emergency Management Office and National Weather Service.
- After the storm’s impact, assess damage to property. Reopen school after coordination, if necessary, with BOCES, the County Emergency Management Office and local officials.

### **THUNDERSTORM/LIGHTNING STORM**

- Monitor National Weather Advisories.
- Curtail all outdoor activities if thunder is heard, lightning seen or sky threatening.
- Summon all persons into building(s). Take shelter if warning issued. Make sure glass doors and windows are avoided. If the possibility of a tornado exists, see “Tornado” procedure.
- Continue monitoring of storm. If damage is sustained, ensure that County Emergency Management Office and BOCES District Superintendent are informed.

## **TORNADO**

- Monitor any National Weather Service Tornado Watch/Warning. Have spotters take positions if a watch is issued.
- If a tornado is sighted or a Tornado Warning is issued for the County, curtail all outdoor activities. Take shelter in hallways at the lowest floor of the building possible, away from windows and out of large rooms such as cafeterias and gyms.
- Continue to monitor outside weather conditions. When “Warning” is rescinded or “all clear” advice is given, organize to resume normal activities if there is no damage to school property. Coordinate further actions with County Emergency Management Office.
- If building has sustained damage, refer to “Structural Failure” procedure. Also ensure that County Emergency Management Office and BOCES District Superintendent are informed of damage.

## **WINTER STORM**

- If school is in session, monitor weather and road conditions.
- Consider appropriate response actions.
  - Cancel School
  - Early Dismissal Procedure
  - Provide Shelter
- If decision for emergency actions is made, inform BOCES District Superintendent, Local Emergency Management Office. Implement standard media notification.
- Monitor weather and road conditions.
- When conditions permit, reopen school and, if appropriate, utilize standard media notification.

## **FLOOD**

- During periods of flood watches, monitor NOAA Weather Radio or AM/FM radio for updated information.
- Based upon National Weather Service, buildings and roads most vulnerable to flooding should be identified. Make plans for school closings and/or selections of alternate routes.
- Emergency response will be activated based on the advice of the Weather Service and the Local Emergency Management Office. “Go Home” or “No School” decisions will be communicated to the media in standard fashion, the County Emergency Management Office, the community officials, and BOCES District Superintendent.
- Decision to reopen school should be made in coordination with the Local Emergency Management Office and the community’s chief elected official, and communicated through the media in standard fashion.

## **TECHNOLOGICAL HAZARDS**

### **AIR POLLUTION**

- Upon being notified of a problem, follow directions of the local health or environmental agency.
- Implement school cancellation or “Go Home” plan. Utilize standard media notification.
- Monitor situation with local health and environmental officials and through media.
- Resume classes once local health and environmental officials recommend to do so. Provide standard media notification.

### **GAS LEAK**

- Upon discovery or detection of a gas leak:
  - Notify Buildings and Grounds Supervisor
  - Notify Building Administrator
- Evaluate problem to degree possible, and access expert help from Fire Department or local gas supplier.
- Notify Superintendent.
- Curtail or cease building operation, as appropriate. Notify staff, parents and students.
- Evaluate problem and commence appropriate remedial action.
- Once safety assurances are given by Fire Department and Gas Supervisor, resume normal activities.

### **HAZARDOUS MATERIAL – OFF SITE**

- Upon being notified of a problem, follow directives of the Local Emergency Management and Fire Department.
- In the event of shelter recommendation, close off all outside air intakes and curtail all outdoor activities.
- If evacuation is recommended, institute “Go Home” procedure.
- Monitor situation through the media and with Local Fire and Emergency Management Officials.
- Resume classes after approval of Fire and Emergency Management Officials.
- When conditions permit, reopen school and, if appropriate, utilize standard media notification.

### **HAZARDOUS MATERIAL – ON SITE**

- Call 911 (county procedure) upon discovery or detection of any spill of a hazardous substance or petroleum product. Notify the Local Fire Department and Superintendent.
- Based on advice of the Fire Department, curtail or cease building operations, as appropriate. Notify staff and students, evacuate using pre-plan. Notify parents through media.
- Evaluate problem, with assistance of Fire Department Officials:
  - Determine cause.
  - If trained and adequately protected with special equipment.
  - Notify NYS DEC Spill Hotline.

- Meet with NYS DEC Spill Officers; develop a plan for cleanup in coordination with the Department of Environmental Conservation and the Fire Department. Hire a firm to clean and decontaminate the area. Follow DEC instructions.
- After consulting Fire and Environmental Officials, resume classes.

### **RADIOLOGICAL INCIDENT**

- Upon being notified of a problem, follow directions of the County Director of Emergency Management and County Chief Elected Official. Institute appropriate action(s).
- As advised, institute shelter or “Go Home” procedures. Notify students, staff and the public.
- Resume normal activities when so advised by Local Emergency Management Office.

### **IMPLIED OR DIRECT THREATS OF VIOLENCE**

Response actions in individual building level plans will include:

- Use of staff trained de-escalation techniques
- Inform building Principal
- Determine level of threat with Superintendent
- Contact law enforcement
- Monitor situation, adjust response as appropriate, and utilize Building Level Emergency Response Team, if necessary

### **ACTUAL ACTS OF VIOLENCE**

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

- Determine the level of threat
- Inform building Principal and Superintendent
- Contact Police Department (911)
- Isolate the immediate area
- If necessary, initiate **LOCKDOWN** procedure
- Monitor the situation, adjust response as appropriate

### **GENERAL RESPONSE PROTOCOLS**

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

- Identification of emergency situation
- Safeguard students and staff through protective actions
- Notification of administrators and emergency services
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

## **ASSISTANCE FROM LOCAL EMERGENCY RESPONSE AGENCIES**

Depending on the nature of the emergency, buildings may need to obtain assistance from local government agencies and/or emergency responders. During an emergency, the District will contact 911 to obtain emergency services. All emergency contact numbers are clearly delineated within each Building Level Emergency Response Plan.

### **➤ District Resources Available for Use in an Emergency:**

The following resources are available:

- Transportation – School Buses
- Robert Frost – generator
- Trucks (maintenance vehicles)
- Portable Pumps for Flooding
- Portable Compressors

## **PROTECTIVE ACTION PROTOCOLS**

Each Building Level Emergency Response Plan will address the following response protocols as determined by the nature of the situation:

- Early dismissal
- Evacuation
- Lockdown
- Lockout
- Shelter in place
- Off-site shelter

## **BUILDING SPECIFIC TRI-FOLD “EMERGENCY PROCEDURE GUIDE”**

Each Building Level Health and Safety Team maintains a one page tri-folded “Emergency Procedure Guide”. For the purpose of continuity, changes to this guide will be provided to the District Level Health and Safety Team for authorization. This building specific guide is distributed to all staff and is updated annually. It includes standardized quick reference data for:

- |                     |                                 |
|---------------------|---------------------------------|
| - Daily Precautions | - Early Dismissal               |
| - Lockdown          | - Emergency Contact Information |
| - Lockout           | - Medical and Fire Emergency    |
| - Shelter in Place  | - AED Location                  |
| - Weather Alert     | - Media Management              |

### **DISTRICT SUPPORT FOR BUILDINGS**

The Building Level Health and Safety Committees and Building Emergency Response Teams will be supported in their efforts by all available in-district resources as appropriate to the nature of the emergency. County and State resources will be obtained as necessary.

### **DISASTER MENTAL HEALTH SERVICES**

District Level Response Team will respond in crisis situations to help obtain and provide disaster mental health services. Depending on the scope of the situation, the Suffolk County Emergency Management Office or Suffolk County Department of Health Services, or BOCES may be contacted for support.

The post incident response team for mental health should consist of:

- Assistant Superintendent of Pupil Personnel Services
- District Psychologists
- District Social Workers
- District Guidance Counselors
- School Nurses

### **TRAINING AND PROVIDING INFORMATION**

All training documentation inclusive of participants and training programs shall be maintained by the Office of Human Resources and kept at District Office for future reference.

Training for students and staff will be conducted annually and include:

- Definitions of school violence and disciplinary consequences as per the Deer Park School District Code of Conduct/Ethics.
- Written information on early detection of potentially violent behavior.
- Information on how to report incidents of violence, including threats, verbal abuse, Internet threats, etc.
- 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 takings and abductions.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- Incident Command Training for all District Administrators.



## **FORMS AND RECORD KEEPING**

- “Incident Report Form”
- “School Safety Audit Checklist”
- “New York State Police – Bomb Threat Instructions”
- “Student Incident Report” (for alleged student injuries)
- Emergency Plan Evaluation Forms (building and district level)