



**Adults and Children with Learning
and Developmental Disabilities, Inc.**

ACLD KRAMER LEARNING CENTER

**School Emergency Disaster Preparedness Plan
Drills & Emergency Remote Instruction**

2023-2024

1428 Fifth Avenue
Bay Shore, NY 11706

School Emergency Plans

ACLD Kramer Learning Center School Emergency/Disaster Preparedness Plan

In an emergency, time is a critical factor in the decision-making process. Decision makers need to know if the plans have current and accurate information (name, telephone numbers, number of buses, number of drivers, building resources and sources of communication other than telephone, etc.).

- Integration of police, fire, emergency medical services, hospitals, gas and electric, and transportation.
- Delineation of the roles, legal responsibilities and duties of personnel at the incident sites.
- Notification of who is to be contacted, and in what order.

To account for the variable character of disaster emergencies and the extent of advance warning there are three differing plans of action for the health and safety of students and staff. They include:

1. **The Evacuation Plan**
2. **The Go-Home Plan**
3. **The Sheltering Plan or “stay put”, consisting of:**
 - A. **Take Cover Plan**
 - B. **In Building Shelter**
 - B2 a. **Lockdown Plan**
 - B2 b. **Lockout Plan**
 - B2 c. **Code AMBER (eloped or missing child) Plan**
 - C. **Off Campus Shelter**
 - D. **Extended Shelter (resources)**

Definition of the Three Plans:

1. The Evacuation Plan to a safe place requires that a building's occupants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass as in a fire emergency. In some circumstances, however, the nature of the emergency may demand that students and staff walk to or be transported and housed temporarily in some other building. ACLD's plans will include provisions for transportation and use of alternate sites.

2. The Go-Home Plan returns students to their home and families as quickly as possible following notification by the school. The school will maintain names of emergency contacts for students and staff. Students and staff with special needs are identified and planned for appropriately.

There are factors, which affect the transportation of individuals in each ACLD facility (as well as those individuals who walk home and use public transportation). The problem of executing a fast and orderly **Go-Home Plan** during the day is a complex one. To reduce the time it takes to activate a **Go-Home Plan** and/or **Evacuation Plan** is vital and requires local, county and state emergency planning.

3. The Sheltering Plan or "stay put" is a decision made when the situation is safer inside than outside. Ordinarily, sheltering is considered a short-term solution. During conditions when the roads are closed or outside travel is extremely hazardous - sheltering is called for. Generally, sheltering is for a short time -- but conditions could warrant extended sheltering. Sheltering plans include provisions for at least 24 hours. Specific areas for our ACLD buildings are identified as the safest for occupants. A missing child alert or "Code Amber" would result in a sheltering of students and staff within the school building while the building grounds and perimeter were being searched.

The **Lockdown Plan is part of the Sheltering Plan**. A "lockdown" occurs when there is an immediate hostile threat to the school. This may be an intruder or other dangerous event which requires staff and students to **take immediate cover in a locked room**. A "lockdown" announcement is made to all staff and students to seek immediate cover in a locked room. All school activities cease and 911 is called. All staff and students remain in "lockdown" until **released by emergency personnel**.

The Lockout Plan, also part of the Sheltering Plan, requires students and staff to seek immediate cover inside a locked school building. A lockout is called when there is an immediate threat in the vicinity of the school building (i.e. we are notified on an active police pursuit in the area around the school building or of a missing or eloped child). **No one will be allowed in or out once a lockout is called.** Staff and students will remain inside the locked school building until the security threat or child has been found, and an ALL CLEAR is called.

During emergencies, individuals/students, families and staff need to know what to do:

In addition to having emergency plans, every ACLD facility will provide instruction which will prepare individuals/students, families and staff to respond to disaster and emergency situations in a practical way, and which may save their lives and perhaps other lives. It should be standard operating procedure for staff and students to be familiar with the emergency plans - each should know what to do in an emergency and how to do it should the need arise. Preparedness training and drills for disaster emergencies are important and necessary. Evacuation, Lockdown, Lockout and Code AMBER drills will be conducted each school year.

Drills and Procedures:

1. The General Evacuation Plan (Outside)

The plan is to be used when conditions within a building present an immediate Health or Safety Risk to the occupants and vacating the building would reduce or eliminate those risks.

Primary Meeting Location: KLC Back parking lot

Secondary meeting location: KLC Front parking lot

A. Steps:

1. Upon hearing or being notified by telephone or intercom, staff and students are to immediately leave the building according to the *Fire Drill Exit Plan posted near each door and/or according to the directions of the Designated Emergency Staff*.
2. Staff and Students are to exit toward the rear of the building and assemble in the KLC back parking lot closest to the side fences. Stay out of the parking lot to allow emergency vehicles to enter. If threat prevents a rear evacuation, the front or side exits will be used and Staff should follow instructions.
 - Designated Emergency Staff will stop traffic on Clinton Avenue if evacuation to Primary or Secondary location is deemed necessary.
3. Students are to remain together in designated areas outside the building. Staff members are responsible for supervision of students and taking attendance, in order to be certain that all students have left the building.
4. If evacuation is to be extended see Sheltering Plan.

B. The Incident Command Center will be located in Principal's office or by the Reception Desk. Receptionist will take hard copy of alphabetical and staff absent list.

C. Evacuation of the Non-Ambulatory Individuals:

- During all drills, non-ambulatory individuals should be full participants.
- Non-Ambulatory preschool children will be assigned an individual with back-up to assist during evacuation.
- Non-Ambulatory school age children will be assigned an individual with back-up to assist during evacuation.

2. The Go Home Plan:

This plan should be used when it is necessary to return students to their homes and families as rapidly as possible.

Steps:

1. Principal makes decision. In Principal's absence, designated Crisis team staff makes the decision.
2. Crisis Team (Principal, Office Manager, Asst. Principal, Maintenance Director and Transportation Coordinator) meets to coordinate decision making and communication.
3. Students are to remain in their classroom until called for bus loading. Classroom instruction should be continued whenever possible.
4. Teachers and Administrators are to assist in bus/car loading. Before any bus is permitted to leave, a check will be done to see that all students designated to ride the bus are aboard.
5. Staff is to remain until dismissed by designated Administrator. Upon leaving, all doors are to be closed and lights extinguished. Designated Administrator is responsible for a final building check before leaving and locking doors.
6. For some Districts, this procedure may result in delays of up to three hours before students reach their homes. Therefore, it might become necessary to revise the "Go Home Plan" to a "Sheltering Plan". In this event, follow procedures outlined in the "Sheltering Plan".

3. The Sheltering Plans:

This plan is to be used when Environment Hazards or emergency situations make being inside safer than being outside.

THIS PLAN CONSISTS OF FOUR (4) PARTS:

- B1. Take Cover Plan
- B2. In Building Shelter
 - B2 a. Lockdown Plan
 - B2 b. Lockout Plan
- B3. Off Campus Shelter
- B4. Extended Shelter (resources)

B1. Take Cover Plan

Steps:

In the event of imminent danger due to natural or manmade disasters, the facility will be notified by phone or intercom. Staff and Students will be notified to "Take Cover". Classroom doors are to be closed. Non-Direct and Administrative Staff will assist classroom staff.

Staff and Students will move to the closest secure area furthest **away from windows and glass doors**:

- **Motor Room.** Motor Room staff will relocate to hallway areas outside classrooms.
- **Hallways outside classrooms.** Centrally located away from windows.
- Students will sit on the floor with their backs to the wall, quietly. **"Do as I do"**.
- If conditions deteriorate, see Appendix "B", B2 "In Building Shelter".

B2. In Building Sheltering Plan ("Safe Areas")

When conditions allow the safe movement of staff and students throughout the building students and staff will return to classrooms/offices.

a. Lockout Plan:

A Lockout Plan is announced when there is an immediate security threat in the vicinity of the school building (i.e. the school is notified of an active police pursuit in the area around the school building.)

1. Students and staff will remain inside the locked school building until the security threat is over. An announcement may be made with further direction regarding a move to a safe location if necessary.

2. Classes continue as usual (if appropriate).
3. No one is permitted to enter or leave the school until the threat is over.
4. An announcement is made by school administration when a lockout is over.

b. Lockdown Plan:

A Lockdown Plan occurs when there is an immediate hostile threat to the school. This may be an intruder or other dangerous event. ***In the event of a hostile threat, all staff members are authorized to announce a lockdown and call 911. You do not need to wait for administrative approval!***

1. A lockdown announcement is made and all staff and students seek immediate cover in a locked room. Locate a "Safe Area" away from view when looking inside the room.
2. All school activities cease and 911 is called.
3. Lock doors, lower blinds, turn off lights, silence cell phones, turn computer monitors off and hide with children behind large items.
4. Staff should hold attendance list.
5. All staff and students remain in lockdown *until released by Police or Other Emergency Personnel who will have keys to open your door. Never open doors yourself in a Lockdown, even in the event of a fire alarm or any other announcement.*

LOCKDOWN PROCEDURES for STAFF:

1. If you hear, "LOCKDOWN" or CODE GREEN over the intercom or someone announces the lockdown in person:

- **Everyone is to STAY WHERE THEY ARE!** Look for a "Safe and Locked Area" (away from view when looking inside the room).
- **Any staff Downstairs will:**
 - Quickly glance outside the room to direct any students or staff members in the hall into your room **IMMEDIATELY**.
 - Lock your door.
 - Lower or close blinds.
 - Place students against the wall, so that the intruder cannot see them looking in the door.
 - Turn out lights and computer monitors.
 - Silence cell phones.
 - Keep students quiet.

Note: Teachers will locate and hold their attendance prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary. Receptionist will hold staff absent list to account for staff.

- Therapists with children in the Motor Room should lock all doors, lower or close blinds, and then move to designated "Safe Area". Lock doors. Turn out lights, shut off computer monitors, silence cell phones and keep quiet.
- Any students and staff in the Multi-Purpose Room, Room 209, or Media Room should immediately move to a designated "Safe Area". Lock doors. Turn out lights, shut off computer monitors, silence cell phones and keep quiet.
- Any students and staff in the upstairs lobby area or outside office space should move to designated "Safe Area". Lock doors. Turn out lights, shut off computer monitors, silence cell phones and keep quiet.
- Anyone in the rest room should remain there. Turn lights off, silence cell phone, and keep the door locked.
- Anyone in a hallway should move to the nearest classroom or closest "Safe Area", if upstairs.

2. Stay in the "Safe Areas" until directed by law enforcement to move or evacuate. NEVER open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers will have keys to open the doors.

- A law enforcement officer will signal all personnel if the lockdown has been lifted.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer to a safe location. Once evacuated from the building, staff should take attendance to account for all students present in class.

c. Code AMBER Plan (response to a Missing or Eloped Child) :

- A team member will immediately notify the **Front Desk receptionist (Nery)** in the event a child has gone missing, identifying the child missing and the area child was last seen and/or classroom number. The receptionist will alert all to a Code AMBER including in the alert the room number and/or activity area in the announcement.
- An emergency **911 call will immediately be made by the receptionist (Nery)** and the Principal or Asst. Principal notified
- The calling of a Code AMBER will alert all to a situation in which it is essential to stay inside the school building, with entry and exits locked and secured, until an ALL CLEAR is announced. All children and staff who may be outside the building will need to re-enter and return to their assigned classroom. Staff should also take an attendance count and become hyper-vigilant about their classroom and surrounding space, alerting to any child who may not be assigned to their classroom.
- **Front desk receptionist (Nery)** will not permit entrance of persons looking to enter the building. He/she will remain in place, to be alerted (by phone or in person) once the child has been found by any staff member. The receptionist is then responsible to announce an ALL CLEAR once the child has been located.
- Upon learning of the situation, the Principal/Asst. Principal will immediately notify the child's family and ACLD central administration.
- Staff are pre-assigned to conduct building and ground searches as specified:

-A Curriculum Coordinator (Charlotte or Leondra) and IEP Coordinator (Roseanne) to front parking lot, where front gate is to be closed, with staff member stationed at gate, the other to search surrounding homes, sidewalk and street areas, remaining in place until ALL CLEAR is called.

-Back door receptionist and OT/PT team member (Tamara and OT/PT) to back parking lot, closing bus gates with one staff member searching lot, then remaining stationed at exit gate, while other staff searches surrounding street and parking lot areas, remaining in place until ALL CLEAR is called.

-OT/PT staff in Motor room to conduct search of adjoining sensory room.

-BCBA/assigned BSS staff (Kenny, Huma and Erin) and Speech Supervisor (Karen) to secure the two exit gates on south side Room 3 playground, sensory garden, and Rooms 11,12,13,14 courtyards.

-Curriculum Coordinator/Principal (Charlotte, Stacey/Robin, Leondra) and Nurse (Bert) to secure the two exit gates on north side Rooms 8,9,10, large playground, and Rooms 15,16,17,18 courtyards.

-Maintenance (Bob) to immediately review footage of security system cameras, informing the Principal of any significant information.

-Office Manager and Office Staff (Madeline, Gerri and Yvonne) to search laundry/maintenance closets, basement, Tech/Sense, upstairs offices/meeting areas, MPR, kitchens and storage closets, and back stairwell fire exit.

B3. Off Campus Shelter

This plan is to be used when it becomes necessary to move students and staff off campus completely and immediately. In the event off campus sheltering is necessary, two locations are available:

**Family Service League: (out back entrance and go right)
1444 5th Ave, Bay Shore (access on North Clinton Ave.) · (631) 647-3100**

**Heritage Baptist Church: (out back entrance and go left)
1380 Fifth Ave (access on North Clinton Ave) (631) 968-5358**

Steps:

1. Upon hearing the being notified by telephone or intercom, staff and students are to immediately leave their building according to the Fire Drill Exit Plan posted near each door and/or according to the directions of the Designated Staff.
2. Upon further instructions, communicated by telephone, intercom or in person, staff shall lead their students to the designated off-shelter locations.

B4. Extended Shelter (Resources)

Reasonable quantities of snack food and emergency resources are kept in stock in the kitchen and in classrooms.

First Aid Equipment is kept in the Nurse's office, Multi-Purpose Room, and Reception area.

EMERGENCY ASSISTANCE TELEPHONE ROSTER

EMERGENCY TELEPHONE NUMBERS

Police: 911 / 854-8300
Fire: 911 / 665-4227
Medical: 911 / 666-5600 Ambulance
Poison Control: 800-222-1222

ADMINISTRATIVE STAFF:

Robin Stevens Work: 631 665 1900 ext. 312, Cell: 631 662 6234
Stacey Ratner Work: 631665 1900, ext. 350, Cell: 516-578-7093
Robert Ciatto Work: 516-822-0028 Cell: 516 903-2555
Bob Signor or 631-665-1900, Cell:516-434-0423
Michael Walsh 631-647-9577, Cell: 516-434-0425

HOSPITALS:

Good Samaritan Hospital Main No. 631-376-3000 Emergency Room (631) 376-4190
Southside Hospital Main No. (631) 968-3800 Emergency Room (631) 968-3314

Suffolk County:

AREA CODE 631

General Information for the County 853-5593

Fire, Rescue & Emergency Services:
Commissioner's Office..... 852-48511
Emergency Preparedness Office.....852-4900

Health Services:
Information and Referral (Days)..... 853-3000
(nights, weekends, holiday)..... 853-5555
Poison Control (516) 542-2323

Environmental Health Services:
Administration 853-3081
(nights, weekends, holidays, emergencies)853-5555

Public Health:
Administration 853-3055
Environment Protection 853-3074

Police:
Headquarters 852-6000
Third Precinct 854-8300

Public Works:
General Information 852-4000
Main Office 852-4010
(nights, weekends, holidays) 852-4256

Nassau County:

AREA CODE 516

General Information for the County 571-3000

Fire Marshall:

Information 572-1000
Communications Center 742-3191
School Division 572-1000

Health Department:

Information 571-3410
(nights, weekends, holidays) 742-6154
Environmental Health Services:
Information 571-3690
Poison Control 542-2323

Police:

Information 571-7000
Third Precinct 854-8300 (631)

Public Works:

General Information 571-3139

New York State:

Emergency Management Office(518) 457-2222
Environment Conservation
Regional Office..... 444-0320
Hazardous Waste Enforcement
24 hr. Emergency Spill Hotline..... 1-800-457-7362

Health Department

Environment Health Information.....1-800-458-1158

Labor Department

Public Employees Safety and Health.....(516) 485-4408

Police

Third Precinct..... (631) 854-8300

Federal Government

Federal Emergency Management Agency (24 hours)..... 202-898-6100
On Scene Coordination..... 212-225-7209

Occupational Safety and Health..... 334-3344

Energy Department

Emergency Radiological Assistance..... 282-2200

Public Affairs Office..... 212-225-7707