



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

Alan and Ellen Spiegel Children's Center

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

2023-2024

67 Greenwood Road
Bay Shore, NY 11706

School Emergency Plans

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 (page 4)**
2. **The Go-Home Plan (page 4)**
3. **The Sheltering Plan or “stay put”, consisting of: (pages 5-7)**
 - 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)**

Telephone Roster Begins on Page 8

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.

A. 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. These risks include fire and smoke.

A. Steps:

1. Upon hearing or being notified by telephone or intercom, staff and children are to immediately leave their building according to the **Fire Drill/Emergency Exit** plan posted near each door and/or according to the direction of emergency designated floor wardens.
2. Staff and students are to exit via the nearest emergency exit and assemble along the furthest western fence line, along the edge of the Greenwood Rd. property. If evacuation to **Off Campus Shelter** is deemed necessary, staff and students/individuals would proceed to walk west, taking a right out of the main entrance drive to the designated secondary shelter of Bay Shore Middle School, 393 Brook Avenue.
3. Staff and students are to remain together in the designated area outside the building. Staff members are responsible for safety and supervision, in order to ascertain that all individuals have exited the buildings.
4. If evacuation is to be extended, refer to **Sheltering Plan, Appendix B.**

Basic Evacuation Precautions:

To prevent flash over and additional spread of fire-

- 1) Test all doors or the handles for heat with the back of your hand before opening them.
- 2) If a door feels hot, assume there is a fire on the other side and do not open the door.
- 3) Contain fire by closing all doors behind you.

If staff discover a fire or if staff smell smoke-

- 1) Rescue anyone in immediate danger.
- 2) Alert/alarm all others by activating the fire alarm or calling out "FIRE".
- 3) Follow the evacuation procedures indicated in the "If the alarm sounds" section.

If the alarm system sounds-

Upon hearing the alarm or being notified of fire or smoke, staff and students/individuals are to immediately leave their building according to the Fire Drill/Emergency Exit Plan posted near each door and/or according to the directions of the Person discovering the fire/smelling smoke or the Designated Person in Charge, e.g. administration or floor wardens.

If any staff is assisting a student with daily care needs in restroom, that person should be escorted out of the bathroom, exit the building at the nearest designated emergency exit, joining the group at the designated meeting area.

- 1) Staff will assist students to transition from their activity area to the nearest emergency exit
- 2) Staff members in a program area are responsible to assist in the evacuation process, giving priority and attention to those students/individuals who may need additional assistance to evacuate safely.
- 3) Staff and students are to exit the building and assemble at the designated meeting area, specifically the black top area inside the gate.
- 4) The Designated person in charge will call 911 and/or the Fire Department, as necessary
- 5) The Designated person in charge will obtain a head count of students and staff. If the head count is incomplete or staff were unable to enter a room (door felt hot) then notification will be given to the fire department as to which staff or students may still be in the building and their whereabouts identified within the building (if known) at the time of the alarm.
- 6) A staff member will be assigned to go to curbside at street to wait for and direct the arrival of emergency vehicles, by the Designated person in charge.
- 7) Students are to remain together in designated areas outside the building. All Staff members are to remain at the evacuation meeting place to ensure that individuals do not wander back into the building or away from the area.

B. The **Incident Command Center** will be located in the Asst. Principal's Office. The designated person in charge is identified as the Asst. Principal. Staff to assist in emergency evacuation will be designated by the person in charge, as required.

C. **Evacuation of the Children who require support to ambulate**

1. **During all fire drills**, Children who require support to ambulate should be full participants in all drill activities.
2. **Children who require support to ambulate will be assigned (2) staff** to ensure back-up to assist during evacuation.

B. SHELTERING PLAN

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

THE PLAN CONSISTS OF FOUR (4) PARTS:

- B1. Take Cover Plan
- B2. In Building Shelter
 - B2 a. Lockdown Plan
 - B2 b. Lockout Plan
 - B2 c. Code AMBER Plan (eloped or missing child)
- B3. Off Campus Shelter
- B4. Extended Shelter (resources)

B1. Take Cover Plan

Steps:

1. In the event of Imminent Danger due to natural or manmade disasters, facility will be notified by phone or intercom. Staff and Students will be notified to **“Take Cover”**. Designated persons in charge will assure locked windows and entrance doors.
2. Students and staff in the Classroom Building will move to the **inner hallway area**.
3. Students and staff in the Gym will move to the upstairs gym and be seated on the floor, backs against the side walls of the Gym.
4. If conditions deteriorate, see Appendix B, B2 **“In Building Shelter”**.

B2. In Building Sheltering Plan (Safe Areas): The following areas are to be used for shelter when conditions allow the safe movement of staff and students throughout the building: **Classrooms/Activity areas and Gym**.

B2 a. Lockout Plan: A lockout plan is announced when there is a security threat in the vicinity of the school building (i.e., the school is notified of an active police pursuit in the surrounding neighborhood area)

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 safer location, if necessary.
2. Classes/activities continue as usual unless otherwise specified.
3. No one is permitted to enter or leave the school until the threat is over
4. The designated person(s) in charge will inform each class/activity area when the lockout is over.

B2 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.

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, as possible, when looking inside the room.
2. All school/program activities cease and 911 is called.
3. Lock doors, lower blinds, turn off lights, cell phones and computer monitors and hide with students/individuals behind large furniture items, as possible.
4. Attendance lists should remain with staff.
5. All staff and students/individuals will remain in lockdown until released by Police or other Emergency Personnel.

Basic Lockdown Procedure Precautions:

If you hear “**LOCKDOWN**” or “**CODE GREEN**” over the intercom or a designated person in charge announces such:

Everyone is to STAY WHERE THEY ARE, taking shelter in the nearest locked room.

Staff and Designated person(s) in charge are to:

- *Quickly glance outside the room to direct any students or staff members in the hallways to rooms that lock, IMMEDIATELY.
- *Lock your door.
- *Lower or close the blinds
- *Place students against walls or behind large furniture barriers, so that an intruder could not see them by looking into a door window.
- *Turn out lights and computer monitors.
- *Shut off cell phones
- *Keep students quiet.
- *Take and keep attendance records with you for all staff/ students in the room.

Stay in safe areas until directed by law enforcement or the designated person(s) in charge to move or evacuate. NEVER open doors during a lockdown. For further directives, law enforcement officers and those designated person(s) in charge will have keys to open all locked areas. If evacuation occurs, all staff and students/individuals will be directed to a safe location. Staff are to take attendance with them.

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

- A team member will immediately notify via intercom 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. The Asst. Principal will be notified. Maintenance staff will be notified.

- The Receptionist will notify the Principal of Children’s Services, who calls Maintenance Supervisor (Bob) ACLD Central Administration and Families.
- 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. Until the ALL CLEAR is announced, no one will be permitted to enter the buildings.
- All children and staff who may be in the upper gym should remain until an ALL CLEAR is announced.
- All children and staff outside the building will need to re-enter and return to the classrooms.
- Staff should 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.
- Staff are pre-assigned to conduct building and ground searches as specified:

-Asst Principal (Katherine) and School Nurse (Christina) will go to front parking lot, with nurse stationed at the entrance, the Asst Principal to search surrounding homes, sidewalk and street areas, remaining in place until ALL CLEAR is called.

-Related Services (Motor and Speech) and/or Assigned Staff will go to back of parking lot, searching lot and surrounding outside playground and field. Then remaining in place until ALL CLEAR is called. **The Maintenance Supervisor (Bob)** upon arrival will join in search of outside grounds.

-Related Services (Motor and Speech) and/or Assigned Staff will move through the building to conduct search of Classrooms, Motor Room, Sensory/Isolation Room, and Gymnasium

-Maintenance or Assigned Staff will immediately review footage of security system cameras, informing the Asst. Principal of any significant information.

B3. Off Campus Shelter

This plan is to be used when it is necessary to move off the school/program campus completely and immediately.

Steps:

1. Upon hearing or being notified by the designated person(s) in charge or a law enforcement officer to evacuate, staff and students/individuals will leave the building according to the Fire drill/Emergency exit plan posted near each door or as directed by the designated person(s) in charge.
2. Upon further instruction, as necessary and thru prior arrangement, staff will be directed to lead the students to alternate indoor shelter, to the Bay Shore Middle School-walking west on Greenwood Rd., taking first left thru back entrance of Middle School, proceeding to front entrance and taking shelter in the Middle School Cafeteria.

B4. Extended Shelter (Resources)

1. Reasonable quantities of snack food and emergency resources are in stock.
2. First Aid Equipment is kept in the Nursing office

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 person in charge makes the decision.
2. Students/individuals are to remain in their designated areas until called for bus loading. Program instruction should be continued whenever possible.
3. Program Staff are to assist in bus 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.
4. 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.
5. 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, the "Sheltering Plan" procedures in plan "B" should be followed.
6. Designated Administrator will remain on call until all children are safely home

EMERGENCY ASSISTANCE TELEPHONE ROSTER

EMERGENCY TELEPHONE NUMBERS

Police: 911 / 854-8300
Fire: 911 / 665-4227
Medical: 911 / 666-5600 Ambulance
Poison Control: 1-800-222-1222

ADMINISTRATIVE STAFF:

Katherine Korwal, Asst. Principal cell: 631-398-7765
Robin Stevens, Principal cell: 631-662-6234
Stacey Ratner, Principal cell: 516-578-7093
Robert Signor: cell: 516-860-4278/ 631-665-1900
Michael Walsh: cell: 516-434-0425
Dr. Lisette Lors BSMS Principal Office: 631-968-1210 x7010/ Cell 347-675-1671
Mr. Robert Torres BSSD Security 631-968-1118
Good Samaritan Hospital Main (631) 376-3000 Emergency Room (631) 376-4190
South Shore Univ. Hospital Main (631) 968-3800 Emergency Room (631) 968-3314

Suffolk County

General Information for the County (631) 853-5593
Fire, Rescue & Emergency Services:
 Commissioner's Office (631) 852-4851
 Emergency Preparedness Office (631) 852-4900
Health Services:
 Information and Referral -Day (631) 853-3000
 night, weekend, holiday (631) 853-5555
 Poison Control (516) 542-2323
Environmental Health Services:
 Administration (631) 853-3081
 Emergency: night, weekend, holiday (631) 853-5555
Public Health:
 Administration (631) 853-3055
 Environment Protection (631) 853-3074
Police:
 Headquarters (631) 852-6000
 Third Precinct (631) 854-8300
Public Works:
 General Information (631) 852-4000
 Main Office (631) 852-4010
 night, weekend, holiday (631) 852-4256

Nassau County

General Information for the County (516) 571-3000
Fire Marshall:
 Information (516) 572-1000

Communications Center	(516) 742-3191
School Division	(516) 572-1000
Health Department:	
Information - day	(516) 571-3410
night, weekend, holiday	(516) 742-6154
Environmental Health Services:	
Information	(516) 571-3690
Poison Control	(516) 542-2323
Police:	
Information	(516) 571-7000
Third Precinct	(631) 854-8300
Public Works:	
General Information	(516) 571-3139

New York State

Emergency Management Office	(518) 457-2222
Environment Conservation	
Regional Office	(516) 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	1-800-321-6742
Energy Department	
Emergency Radiological Assistance	(202) 586-5000
Public Affairs Office	(212) 225-7707