SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN

EMERGENCY MANAGEMENT PLAN

2018-2019 School Year

Revised by

Joseph Rizzo
Security Director
SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN

SMITHTOWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
2018-2019

Jeremy Thode
President

Michael Saidens
Vice President

Gladys M. Waldron

Joanne McEnroy

Daniel B. Lynch

Matthew Gribbin

Mandi Kowalik

James J. Grossane, Ed. D.
SUPERINTENDENT OF SCHOOLS

Jennifer A. Bradshaw
ASSISTANT SUPERINTENDENT
FOR INSTRUCTION

Neil D. Katz
ASSISTANT SUPERINTENDENT
FOR PERSONNEL

Andrew R. Tobin
ASSISTANT SUPERINTENDENT
FOR FINANCE & OPERATIONS

Mona Tobin
ASSISTANT SUPERINTENDENT
FOR PUPIL PERSONNEL SERVICES

Paul Strader, II
EXECUTIVE DIRECTOR OF CURRICULUM

PLEASE SEND UPDATES AND/OR CORRECTIONS TO:
Joe Rizzo, Smithtown Central School District
26 New York Avenue, Smithtown, NY 11747
Or email to: jrizzo@smithtown.k12.ny.us
Introduction

Along with the following plan, it is the goal of the Smithtown Central School District to continually review and improve upon the current policies, safeguards and equipment in place throughout the district. Each school year, additions will be made to our camera system and access control. Additions for this school year include access swipes at all middle schools and high schools, additional exterior cameras for all elementary buildings as well as Secure Lobbies for all buildings. The district also employs Aiphones in all school buildings. All school buildings have access controlled doors which are operated by a swipe card. Raptor, a Visitor Management System, has also been installed in all district school buildings and the administration building at New York Avenue.

Building and district-wide emergency plans are reviewed and revised as needed each school year to incorporate any new policies in place or improvements to security equipment.

Training

As an updated requirement, all District and school staff must undergo annual training on the emergency response plan. Additional training must be completed on violence prevention, suicide prevention and mental health. Furthermore, all school staff must receive this training by September 15 of each school year or within 30 days of hire, whichever is sooner.

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building.

The following methods will be used:

- Early dismissal drills
- Lock down drills
- Live drill including sheltering, hold in place, evacuation, and lock-out
- Live drills for specific scenarios (hostage taking, bomb-threat, etc.)
- Emergency Response Team exercises
- Functional exercises.
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Emergency Management Planning Committee</td>
<td>5</td>
</tr>
<tr>
<td>Designations</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Procedural Guidelines</td>
<td>7</td>
</tr>
<tr>
<td>Bomb Threat/Biological Threat Checklist</td>
<td>12</td>
</tr>
<tr>
<td>NYS Bomb Threat and Serious Incident Reporting Form</td>
<td>13</td>
</tr>
<tr>
<td>Emergency Procedural Guidelines, continued</td>
<td>14</td>
</tr>
<tr>
<td>Early Dismissal</td>
<td>39</td>
</tr>
<tr>
<td>Emergency Evacuation and Sheltering</td>
<td>40</td>
</tr>
<tr>
<td>American Red Cross Contact Information</td>
<td>42</td>
</tr>
<tr>
<td>Telephone Directory – Emergency Numbers</td>
<td>44</td>
</tr>
<tr>
<td>School Building Data Sheets/Resources</td>
<td>53</td>
</tr>
</tbody>
</table>
EMERGENCY MANAGEMENT PLANNING COMMITTEE

Emergency Coordinator Designee: Andrew Tobin

Superintendent of Schools: Dr. James J. Grossane

Committee Chairperson: Andrew Tobin

Committee Assistant Chairperson: Jennifer Bradshaw

Director of Facilities III: Daniel Leddy

High School Principal: John Coady
Dr. Kevin Simmons

Middle School Principal: Paul McNeil
John Scomillio

Elementary School Principal: Joseph Ierano
Jeanne Kull-Minarik

Security Director: Joseph Rizzo

Transportation: Mary Augugliaro

Director of Info & Technology: John Nolan
SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN

DESIGNATIONS

I. DISTRICT EMERGENCY COORDINATOR

It has been designated by formal Board of Education resolution that the Superintendent of Schools of the Smithtown Central School District shall be the School District’s Chief Emergency Officer for the purposes of Amendments to the Regulations of the Commissioner of Education, Section 155.13. In the event of absence or incapacity of the Superintendent of Schools, it has been further designated that the Assistant Superintendent for Instruction, the Assistant Superintendent for Finance & Operations, and the Security Director, in this order, be designated as Alternate District Chief Emergency Officer.

In general, the role of the District’s Chief Emergency Officer shall be to take full control upon being notified of an emergency, make immediate decisions regarding emergency response, order activation of responses, notify appropriate agencies, be prepared to turn over control to appropriate outside agencies, submit post-emergency report(s) to the Board of Education, and perform testing of the Emergency Management Plan on an annual basis.

II. SCHOOL EMERGENCY MANAGEMENT CONTROL CENTER

It has been designated that the Smithtown Central School District’s Transportation/Facilities Administrative offices be the School District’s Emergency Management Control Center.

To this end, it shall be required, wherever possible, that this Center be equipped with telecommunications equipment including a radio receiver/transmitter with battery back-up, a telephone not dependent upon outside electrical power, an emergency lighting/generator, a listing of all hazardous materials and their Material Safety Data Sheets for all such materials within the School District, maps, charts, building plans, necessary office supplies, and other equipment which may be required during an emergency situation.
SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN
PROCEDURAL GUIDELINES

INDEX

Criminal Offenses:
- Biological Threat (Anthrax) 8
- Bomb Threat 10
- Active Shooter 14-15
- Hostage-Taking 16
- Intrusion 17
- Kidnapping 18
- Police Activity in Area 19

Natural Hazards:
- Drought 20
- Earthquake 21
- Flood/Local Flooding 22
- Storm – Snow/Ice/Hurricane/Thunderstorm/Lightning 23
- Tornado 24

Technological Hazards:
- Air Pollution 25
- Airplane Crash 26
- Gas Leak 27
- Radiological Incident 28
- Toxic Material Spill 29
- Water Contamination or Emergency (Loss) 30

Health Related:
- Medical Emergencies 31
- Epidemic 31

Fire/Explosion:
- Explosion 32
- Fire Alarm System Activation 34

System Failures:
- Structural Failure 35
- Electrical System Failure 35
- Heating System Failure (School not in session) 35
- Heating System Failure (School in session) 36
- Gas Leak (School not in session) 35
- Gas Leak (School in session) 27
- Roof Failure/Leak 35
- Sewage System Failure 35
- Loss of Building 37

LOSS OF TRANSPORTATION FLEET 38
<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
</table>
| 1. Upon receipt of telephone call:  
   a. Question the caller as to:  
      - Where, specifically, is the biological agent located?  
      - When will it be released?  
      - What kind of agent is it?  
      - Who is the caller?  
   b. Write down answers to the above.  
   c. Listen for identifying speech characteristics; male or female; young or old. | 1. Person receiving call | 1. Information distributed regarding anthrax/biological threat  
2. Building Administrator |
| 2. Secure and quarantine affected area, i.e. building, bus or other vehicle.  
   Notify building administrator, Superintendent and security office. | 2. Building Administrator | 2. Chain of Command Roster  
3. Building Administrator |
| 4. Call 911 and the FBI (consideration should be given to calling the fire department)  
5. Notify Security 13911 | 5. At Elementary School, Principal’s Secretary; at Middle School, Guard; at High School, Senior Guard. | 4. Parent/Spouse Emergency Notification Plan |
| 6. Notify head/chief custodian to shut down HVAC systems if the threat was directed at the HVAC system. | 6. Building Administrator |  |
| 7. With the assistance of local authorities and FBI evaluate the problem by phone. Initially no general announcements should be given until evaluation is made. Immediate evacuation may not be necessary. | 7. Building Administrator and Superintendent |  |
| 9. Upon arrival advise police/officials of situation and follow their instructions  
   a. Advise Superintendent  
   b. Assist police/emergency authorities | 9. Building Administrator |  |
| 10. Building Administrator is advised by the local police, local disaster coordinator and emergency authorities (FBI) as to evacuation of unaffected occupants and other procedures.  
11. School Superintendent decides to resume, curtail or cease building operation as appropriate.  
   a. Notify staff and students  
   b. Designate media spokesperson | 10. Police Department (FBI) |  |
| 11. Superintendent | | |
## Anthrax/Biological Threat (Biological Release)

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon receipt of letter or package notify Building Administrator or Supervisor immediately: Use gloves; better not to touch</td>
<td>1. Person receiving call – Building Administrator</td>
<td>1. Information distributed regarding biological threat 2. Chain of Command Roster 3. Crisis Manual</td>
</tr>
<tr>
<td>a. Isolate the threat and put letter in a box or container</td>
<td>2. Building Administrator</td>
<td>4. Parent/Spouse Emergency Notification Plan</td>
</tr>
<tr>
<td>b. Do not allow room/office/vehicle occupants where item was opened to leave.</td>
<td>3. Building Administrator</td>
<td></td>
</tr>
<tr>
<td>c. Move unaffected people away from immediate area.</td>
<td>5. At Elementary School, Principal's Secretary; at Middle School, Guard; at High School, Senior Guard.</td>
<td></td>
</tr>
<tr>
<td>d. Have affected people wash hands.</td>
<td>6. Building Administrator and Superintendent</td>
<td></td>
</tr>
<tr>
<td>e. Quarantine area and do not allow entrance.</td>
<td>7. Building Administrator</td>
<td>7. Evacuation Plan; Go Home Plan</td>
</tr>
<tr>
<td>g. Restrict all entrances and exits until isolated area is established.</td>
<td>9. Building Administrator</td>
<td></td>
</tr>
<tr>
<td>h. Lock the room or vehicle if possible.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Notify Superintendent and Director of Facilities III</td>
<td>6. Building Administrator and Superintendent</td>
<td></td>
</tr>
<tr>
<td>3. Call 911 and the FBI</td>
<td>7. Building Administrator</td>
<td></td>
</tr>
<tr>
<td>4. Set up Command Post</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Notify Security 13911</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. With the assistance of local authorities and FBI evaluate the problem by phone. Initially no general announcements should be given until evaluation is made. Immediate evacuation may not be necessary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Prepare for limited or full evacuation or Go Home Plan based on consultation with lead law enforcement authority or emergency services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. If necessary, implement the Emergency Shelter Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Upon arrival advise police/officials of situation and follow their instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Advise Superintendent</td>
<td>8. Building Administrator</td>
<td></td>
</tr>
<tr>
<td>b. Assist police/emergency authorities</td>
<td>9. Building Administrator</td>
<td></td>
</tr>
<tr>
<td>c. Establish school Incident Command Post</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Building Administrator is advised by the local police, local disaster coordinator and emergency authorities (FBI) as to evacuation of unaffected occupants and other procedures.</td>
<td>10. Police Department /FBI</td>
<td></td>
</tr>
<tr>
<td>11. School Superintendent decides to resume, curtail or cease building operation as appropriate.</td>
<td>11. Superintendent</td>
<td></td>
</tr>
</tbody>
</table>
### BOMB THREAT

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Question the caller as to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Where, specifically, is bomb located?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- When, exactly, is bomb set to go off?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- What materials are in the bomb?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Who is the caller?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Write down answers to the above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Listen for identifying speech characteristics; male or female; young or old.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Notify building administrator</td>
<td>2. Person receiving call</td>
<td></td>
</tr>
<tr>
<td>3. Notify police and fire department and Superintendent of Schools immediately.</td>
<td>3. Building Administrator</td>
<td>3. Call 911</td>
</tr>
<tr>
<td>4. Notify security office 13911.</td>
<td>4. At Elementary, Principal's Secretary; at Middle School, Guard; at High School, Senior Guard</td>
<td></td>
</tr>
</tbody>
</table>

If the bomb threat indicates that a bomb is in the school, then the building shall be evacuated immediately. If the bomb threat is indicated to be in the school parking lot or at some other location outside of the building, evacuation shall be within the building to a location away from the ‘targeted location’ of the bomb itself. **Evacuation route must not be past suspected area.**

In times of inclement weather, due to the size of the secondary buildings, school buses should be summoned to “house” students until the **all clear** is given or the **go home** decision is made. Accomsett Middle School students may be evacuated to High School West. Appropriate staff will have been assigned in advance to search for suspicious objects along routes of egress and evacuation or sheltering areas before the evacuation is ordered.
BOMB THREAT (Continued)

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where the report applies to one building the building search will be conducted under the direction of the building staff, possibly with the assistance of police officers. If police are willing or able to participate in this search, that search will be conducted in accordance with their direction. As soon as the search has been completed, the building principal will report this to the Superintendent of Schools or designee.</td>
<td>5. Building Administrator</td>
<td>5. Emergency Evacuation Plan – including routes of travel within the building to designated outdoor assembly areas and roll-call procedures.</td>
</tr>
<tr>
<td>5. After the search has been conducted, the building principal, along with appropriate authorities when involved, with the consultation of the Superintendent of Schools or designee, will make the decision to re-enter the building. This decision, made by the building principal, is a collaborative effort involving discussion with the Superintendent of Schools or the designee and will consider the input of other resources which may be at the site, e.g., police and/or fire department.</td>
<td>6. Building Administrator</td>
<td>6. Appropriate communication tools</td>
</tr>
<tr>
<td>6. Resume, curtail or cease building operation, as appropriate. Notify staff and students.</td>
<td>6a. If operation ceases, Superintendent to contact Transportation. Better to coordinate this with building principal – Superintendent may be too busy.</td>
<td>6a. Emergency telephone numbers/telephone calling chain.</td>
</tr>
<tr>
<td>7. As soon as incident is over, notify State Education Dept., use “Violent Incident Report Form” (See attached)</td>
<td>7. Call SED – Rosanne Groff 518-474-3906</td>
<td></td>
</tr>
</tbody>
</table>
SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN
PROCEDURAL GUIDELINES
BOMB THREAT/BIOLOGICAL THREAT CHECKLIST

Person Receiving Call _________________________ Job Title: _____________________________

Caller’s Sex: ☐ Male ☐ Female Date of Call ______ Time of Call ______ Caller ID ______

Number at which call is received: ______________________________________________________

Exact words of caller: __________________________________________________________________

Speech Characteristics: ☐ Fast ☐ Slow ☐ Impediment ☐ Disguised ☐ Accent

Voice tone: ☐ Loud ☐ Soft ☐ Harsh ☐ Call ☐ Angry ☐ Emotional ☐ Laughing

Background sounds: ____________________________ The voice was familiar to me ☐ Yes ☐ No

Questions to ask

Where is the bomb/agent located? ______________________________________________________

When will it explode/agent released? ____________________________________________________

What will cause it to explode/be released? ________________________________________________

What does it look like? _________________________________________________________________

What kind of explosive/agent is involved? ________ Why was it placed? __________

Did you place the bomb/biological agent? ☐ Yes ☐ No

What is your name? ________________

(Sometimes the caller may be caught off guard and will give you their name)

Other statements made by the caller: ____________________________________________________

IMMEDIATELY INITIATE CALL TRACE

Do not hang up. With the caller on the line, do the following.
Push the silver arrow on the bottom of the phone to page 2.
Press the button next to “Tag Call.” This sends a report to our Technology Department.
Once the call has ended, notify either the Operator or the Technology Department (12050) to retrieve the
caller I.D. info. You will need to provide the Technology Department with the extension the call came in on
and the approximate time.

I notified: ☐ Administration ☐ Police Department ☐ Fire Department

☐ Security ☐ Other________________________

Time caller hung up _____________ a.m. _____________ p.m.

Signed ________________________________ Date _______________
# New York State School Bomb Threat and Serious Incident Reporting Form

<table>
<thead>
<tr>
<th>Name of School District:</th>
<th>Building:</th>
</tr>
</thead>
</table>

**Incident Type:** (please circle all that apply to this event)
- Arson
- Bioterrorism
- Bomb
- Bomb Threat
- Knife/Blade
- Gun
- Other

**Incident Delivery Method:** (please circle all that apply to this event)
- Telephone
- E-Mail
- Fax
- Verbal
- Written
- Other

<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>School District Contact Person:</th>
<th>Contact Person Telephone #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description of Incident:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Law Enforcement Agency Notified of Incident:</th>
<th>Law Enforcement Contact Person &amp; Telephone #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Actual Class Time Lost as a Result of this Incident:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Actions Taken by School District in Response to Incident:</th>
</tr>
</thead>
</table>

---

**Attach Additional Sheets as Needed**

**Return Completed Report to:**

**Rosanne Groff**, NYS Education Department
Office of Facilities Planning
Room 1060 Education Building Annex
Albany, NY 12234
Or Fax to: 518-486-5918
SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN
PROCEDURAL GUIDELINES

ACTIVE SHOOTER

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Implement Lock Down Procedure.</td>
<td>1. Any staff member</td>
<td>1. PA system, walkie talkie</td>
</tr>
<tr>
<td>3. Notify Police Department, 911 or Red Phone</td>
<td>3. Administrator</td>
<td>3. 911 or Red Phone</td>
</tr>
<tr>
<td>5. Notify Security Director</td>
<td>5. Senior Guard (H.S.) Guard (M.S.) Principal’s Secretary (Elementary)</td>
<td>5. Dial 13911 / Tune to Channel 1</td>
</tr>
<tr>
<td>7. Parental Notification</td>
<td>7. Superintendent of Schools</td>
<td>7. School Messenger</td>
</tr>
<tr>
<td>8. Public Information Statement, once media becomes aware. Send representative to Joint Information Center operated by police with fire department representatives also present.</td>
<td>8. Superintendent of Schools in coordination with Police Public Information Officer</td>
<td>8. Media</td>
</tr>
</tbody>
</table>
In the event of an Active Shooter or a Lock Down, the Building Level command structure is amended as follows:

**Building Level Incident Command System**
**Active Shooter/Lockdown**

1. **Incident Command Post Location** - On Site of First Responder Incident Command Location
2. **Alternate Location** - Security Command Center
3. **Alternate Location** - Facilities

<table>
<thead>
<tr>
<th>A. Title*</th>
<th>Name*</th>
<th>Responsibility*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person who 1st detects emergency</td>
<td>Building Administrator</td>
<td>Notify all personnel &amp; ensure Principal / Administrator is notified</td>
</tr>
<tr>
<td>Incident Commander</td>
<td>Dr. James Grossane</td>
<td>Direct Emergency Response Team Tune To Channel 1 On Walkie Talkie</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Neil Katz</td>
<td>Acts as Liaison between School and Public including Media at The Direction of Incident Commander</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Joe Rizzo</td>
<td>Responsible for Coordinating with Emergency Agencies</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Chris Dengel</td>
<td>Responsible for the Overall Safety of all Persons Involved</td>
</tr>
<tr>
<td>Planning Section Chief</td>
<td>Jennifer Bradshaw</td>
<td>Responsible for Collection, Evaluation, Dissemination, and Use of Information.</td>
</tr>
<tr>
<td>Operations Chief</td>
<td>Mona Tobin</td>
<td>Carries out Response Activities, Universal Procedures Including Assembling Psychologists, Social Workers and Other Staff as Needed</td>
</tr>
<tr>
<td>Logistics Section Chief</td>
<td>Dan Leddy</td>
<td>Responsible for Organizing Resources and Personnel</td>
</tr>
<tr>
<td>Finance and Administration Chief</td>
<td>Andrew Tobin</td>
<td>Responsible for Incident Accounting, Cost and Reimbursement</td>
</tr>
<tr>
<td>Transportation</td>
<td>Mary Augugliaro</td>
<td>Order Buses for Student and Staff Movement to Relocation Site</td>
</tr>
</tbody>
</table>

These activities may occur simultaneously, not necessarily in sequential order.

- Building-Level Collaboration with police/fire dept./local emergency response agency (on the scene) will determine which agency is in charge of the specific emergency.
- * Person responding and responsibility may vary depending on individual building/site needs

The Superintendent of Schools or his designee (in his absence) will be Incident Commander for all activities until the arrival of First Responders.

**Building Administrators and All Members of The Incident Command Team Are Instructed to Tune to Channel 1 to Receive Directions From The Incident Commander**
## PROCEDURAL GUIDELINES

### HOSTAGE-TAKING

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify hostage situation.</td>
<td>1. School staff</td>
<td></td>
</tr>
<tr>
<td>2. Notify Building Administrator</td>
<td>2. School staff</td>
<td></td>
</tr>
<tr>
<td>3. Immediately notify police of the situation and follow their instructions 3a. Notify Security 13911.</td>
<td>3. Building Administrator 3a. At Elementary, Principal’s Secretary; at Middle School, Guard; at High School, Senior Guard</td>
<td>1) Emergency telephone numbers Call 911</td>
</tr>
<tr>
<td>4. Inform Superintendent of Schools of situation and actions taken</td>
<td>4. Building Administrator</td>
<td></td>
</tr>
</tbody>
</table>
| 5. Based on advice of police officials, consider implementation of following response actions:  
  
  Isolating area of building involved.  
  Remove students from (1) school building.  
  Notifying parent(s) or spouse(s) of victim(s).  
  Public information statements, once media are aware of situation.  
  (1) Institute Go Home procedure or move to alternate/designated school (as in heating system failure). | 5. Superintendent of Schools - 382-2005  Building Administrator Emergency Coordinator 382-2005  Teaching staff Public Information Designee - 382-2005 | 5. AM/FM radio |
## INTRUSION

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify intruder</td>
<td>1. School staff</td>
<td></td>
</tr>
<tr>
<td>2. Notify Building Administrator</td>
<td>2. School staff</td>
<td></td>
</tr>
<tr>
<td>3. Escort intruder out of the building.</td>
<td>3. Building Administrator/School staff</td>
<td></td>
</tr>
<tr>
<td>4. If intruder refuses to leave, maintain surveillance and summon police.</td>
<td>4. Building Administrator</td>
<td>4. Call 911</td>
</tr>
<tr>
<td>4a. Notify Security 13911</td>
<td>4a. At Elementary, Principal's Secretary; at Middle School, Guard; at High School, Senior Guard</td>
<td></td>
</tr>
<tr>
<td>5. Advise police of situation and follow their instructions for handling intruder(s) and ensuring safety of students and staff. Consideration should be given to dismissing students or isolating impacted area.</td>
<td>5. Building Administrator</td>
<td>5. Emergency telephone roster</td>
</tr>
<tr>
<td>6. Advise Superintendent of Schools</td>
<td>6. Building Administrator</td>
<td></td>
</tr>
<tr>
<td>7. In consultation with police, resume normal activities</td>
<td>7. Building Administrator</td>
<td></td>
</tr>
</tbody>
</table>
# SMITHTOWN CENTRAL SCHOOL DISTRICT
## EMERGENCY MANAGEMENT PLAN
### PROCEDURAL GUIDELINES

### KIDNAPPING

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify confirmed or potential kidnapping incident.</td>
<td>1. School staff</td>
<td></td>
</tr>
<tr>
<td>2. Notify Building Administrator</td>
<td>2. School staff</td>
<td></td>
</tr>
</tbody>
</table>
| 3. Notify the police. Advise them of the situation and follow their instructions. 3a. Notify Security 13911. | 3. Building Administrator  
3a. At Elementary, Principal’s Secretary; at Middle School, Guard; at High School, Senior Guard | 3. Call 911 |
| 4. Notify Superintendent of Schools | 4. Building Administrator | |
| 5. In coordination with police agency, notify parent(s) or spouse(s) of individual(s) who have been kidnapped. | 5. Superintendent of Schools  
382-2005 or Building Administrator | |
| 6. Prepare official response in the event of media inquiry. | 6. Public information designee  
382-2005 | 6. AM/FM radio stations |
| 7. Resume normal activities when authorized by police | 7. Superintendent of Schools  
382-2005  
Building Administrator | |

If observed kidnapping/custodial interference, witness/school staff should make immediate written notes of incident/subject/vehicle or mode of transportation. Notify Security to determine if CCTV may have images. Amber Alert is PD responsibility.
## POLICE ACTIVITY IN AREA

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If made aware of police activity, institute Lock-Out Procedure. No outside activities. No one allowed in or out of building.</td>
<td>1. Building Administrator</td>
<td>1. PA system, walkie talkie</td>
</tr>
<tr>
<td>3. Security notifies Superintendent and all building Principals.</td>
<td>3. Security Director/Secretary</td>
<td></td>
</tr>
<tr>
<td>4. When all clear, decide on resumption of normal activities.</td>
<td>4. Superintendent of Schools</td>
<td>4. PA system, walkie talkie</td>
</tr>
</tbody>
</table>
# SMITHTOWN CENTRAL SCHOOL DISTRICT
## EMERGENCY MANAGEMENT PLAN
### PROCEDURAL GUIDELINES

## DROUGHT

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. If water is unavailable close school.</td>
<td>2. Superintendent of Schools 382-2005</td>
<td>2. Note: A drinking water supply is mandated and water is required for sewage system operation.</td>
</tr>
</tbody>
</table>
### SMITHTOWN CENTRAL SCHOOL DISTRICT  
EMERGENCY MANAGEMENT PLAN  
PROCEDURAL GUIDELINES  
EARTHQUAKE

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide guidance to students and staff, during an earthquake: remain calm.</td>
<td>1. Teaching staff</td>
<td></td>
</tr>
<tr>
<td><strong>Indoors:</strong> get under a desk or heavy table (duck and cover). Do not try to leave building.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outside:</strong> get away from the building, utility poles and trees. If in a moving vehicle, stop and remain inside until shaking is over.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Provide guidance to students and staff after an earthquake: remain calm. Check for injuries and provide first aid. Check for fires and fire hazards. Shut off valves on damaged water, gas and electric lines. Report fallen power lines to emergency response agencies. Report status of your facility to county emergency management office. Account for students and staff. Decide if shelter or evacuation procedures should be initiated. Be prepared for aftershock and after-crisis counseling.</td>
<td>2. Teaching staff; School Emergency Coordinator 382-2005; Director of Facilities III 382-4130; Public Information Designee 382-2005</td>
<td>2. a) Building plan by floor with various key utility shut-off valves and hazards identified. 2. b) Suffolk County Department of Fire Rescue - Office of Emergency Management (631) 852-4900</td>
</tr>
<tr>
<td>3. Provide information on damage, impact on students and actions district is taking, to the news media, BOCES Superintendent, and local emergency management office.</td>
<td>3. Superintendent of Schools 382-2005; Public Information Designee 382-2005</td>
<td>3. Telephone and/or radio communications. AM/FM radio. BOCES Superintendent 249-4900 ext 201. Suffolk County Department of Fire Rescue - Office of Emergency Management (631) 852-4900.</td>
</tr>
<tr>
<td>4. Ensure that buildings are safe for habitation before classes are resumed.</td>
<td>4. Superintendent of Schools 382-2005; Director of Facilities III 382-4130; Building Administrator</td>
<td>4. Local building inspector, school building engineer, or structural engineer.</td>
</tr>
</tbody>
</table>
# FLOOD/LOCAL FLOODING

<table>
<thead>
<tr>
<th><strong>Sequential Response/Actions</strong></th>
<th><strong>Person(s) Responsible</strong></th>
<th><strong>Necessary Resources</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. During periods of flood watches, monitor AM/FM radio or NOAA Weather Radio for updated information.</td>
<td>1. Transportation Director 382-4100 (W) 585-6728 (H)</td>
<td>1. NOAA Radio AM/FM radio</td>
</tr>
<tr>
<td>2. Contact Local Emergency Management Director for update on road conditions, particularly those areas prone to flooding.</td>
<td>2. Transportation Director 382-4100 (W) 585-6728(H)</td>
<td>2. Emergency telephone numbers Suffolk County Department of Fire Rescue – Office of Emergency Management (631) 852-4900</td>
</tr>
<tr>
<td>3. If Local Emergency Management Director indicates certain areas are likely to become impassable:</td>
<td>3. Suffolk County Department of Fire Rescue – Office of Emergency Management (631) 852-4900</td>
<td>3. Suffolk County Department of Fire Rescue – Office of Emergency Management (631) 852-4900</td>
</tr>
<tr>
<td>3a. While school is in session</td>
<td>a. Superintendent to Transportation Director</td>
<td>a. Telephone numbers</td>
</tr>
<tr>
<td>1) Exercise early dismissal for those bus routes serving those areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Shelter children at school until arrival of family member.</td>
<td>b. Superintendent of Schools -382-2005</td>
<td>b. Telephone numbers</td>
</tr>
<tr>
<td>b. If before school is in session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Exercise emergency calling chain to notify parents that transportation will not be provided to those areas.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Communicate “no school” decision to media and begin school calling chain for only the school(s) affected.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Decision to remain closed or re-open school(s) should be made in coordination with local emergency management office.</td>
<td>4. Superintendent of Schools 382-2005</td>
<td>4. Suffolk County Department of Fire Rescue – Office of Emergency Management (631) 852-4900</td>
</tr>
</tbody>
</table>
### STORM – SNOW/ICE/HURRICANE/THUNDERSTORM/LIGHTNING

<table>
<thead>
<tr>
<th>Sequential Response/Actions</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon receipt of warning, notify building administrator,</td>
<td>1. Person first aware of warning.</td>
<td>1. Weather emergency radio or service</td>
</tr>
<tr>
<td>2. Notify Superintendent of Schools</td>
<td>2. Building Administrator</td>
<td>2. Telephone</td>
</tr>
<tr>
<td>4. Curtail all outdoor activities if conditions warrant.</td>
<td>4. Building Administrator Superintendent of Schools – 382-2005</td>
<td></td>
</tr>
<tr>
<td>5. Summon all person to building(s)</td>
<td>5. Building Administrator Teachers</td>
<td>5. School staff, loudspeaker, if available.</td>
</tr>
</tbody>
</table>
| 6. If damage is sustained, notify county emergency management office and BOCES District Superintendent. | 6. Superintendent of Schools 382-2005               | 6a. Suffolk County Department of Fire Rescue – Office of Emergency Management (631) 852-4900  
   6b. BOCES Superintendent 549-4900, x201                           |                                                                                      |
<p>| 7. Termination of emergency.                                     | 7. Building Administrator Superintendent of Schools 382-2005 | 7. Public address system                                                             |</p>
<table>
<thead>
<tr>
<th>Sequential Response/Actions</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon receipt of warning, notify building administrator.</td>
<td>1. Person first aware of warning.</td>
<td>1. Weather emergency radio or service/Internet</td>
</tr>
<tr>
<td>2. Notify Superintendent of Schools</td>
<td>2. Building Administrator</td>
<td>2. Telephone</td>
</tr>
<tr>
<td>3. Monitor proximity of tornado.</td>
<td>3. Superintendent of Schools 382-2005 Building Administrators</td>
<td></td>
</tr>
<tr>
<td>4. Curtail all outdoor activities if conditions warrant.</td>
<td>4. Building Administrator Superintendent of Schools – 382-2005</td>
<td></td>
</tr>
<tr>
<td>5. Summon all persons into building(s).</td>
<td>5. Building Administrator Teachers</td>
<td>5. School staff, loudspeaker, if available.</td>
</tr>
<tr>
<td>a) If a tornado is sighted or a tornado warning is issued for the county, take shelter in hallways at the lowest level or floor of the building, away from windows.</td>
<td>a) Superintendent of Schools – 382-2005 Building Administrator Teachers/staff</td>
<td></td>
</tr>
</tbody>
</table>
## Air Pollution

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
</table>
1b. Suffolk County Department of Fire Rescue – Office of Emergency Management (631) 852-4900  
1c. Commissioner of the Suffolk County Department of Health Services 854-0100 |
| 2. Monitor situation with local health and environmental officials and through the media.   | 2. Superintendent of Schools 382-2005                                                                     | 2. AM/FM radio                                                                                           |
## AIRPLANE CRASH

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Determine area(s) of school impacted. Evacuate occupants from crash area.</td>
<td>1. Building Administrator</td>
<td>1. Public Address System; Loud speaker, if available</td>
</tr>
<tr>
<td></td>
<td>2. Teaching staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Custodial staff</td>
<td></td>
</tr>
<tr>
<td>2. Summon on-site medical staff.</td>
<td>2. Teaching staff; Building Administrator; Nurse</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Notify police department and fire department.</td>
<td>3. Building Administrator</td>
<td>3. Call 911</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Advise Superintendent of situation and actions taken.</td>
<td>4. Building Administrator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. With concurrence of Superintendent of Schools, make decision regarding closing of school. Announce decision on early dismissal through media, if required.</td>
<td>5. Superintendent of Schools</td>
<td>5. Media Notification Plan</td>
</tr>
<tr>
<td></td>
<td>Building Administrator</td>
<td>AM/FM radio</td>
</tr>
<tr>
<td></td>
<td>Police/Fire Department</td>
<td>Call 911</td>
</tr>
<tr>
<td></td>
<td>Director of Facilities III</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public information designee</td>
<td></td>
</tr>
<tr>
<td>Sequential Response/Action</td>
<td>Person(s) Responsible</td>
<td>Necessary Resources</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>1. Upon discovery or detection of a gas leak:</td>
<td>1. School staff School Administrator Director of Facilities III – 382-4130</td>
<td>1. Intercom/PA system Localized fire alarm Call 911</td>
</tr>
<tr>
<td>Notify Buildings and Grounds Department Evaluate extent of leakage: If leak appears to be extensive/serious - evacuate building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Shut off gas supply:</td>
<td>2a. Maintenance personnel Director of Facilities III - 382-4130, School Administrator</td>
<td>2a. Telephone directory in manual or Internal Phone Directory</td>
</tr>
<tr>
<td>a. If possible Evaluate extent of problem causing the leak.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call National Grid 1-800-490-0045 Notify School Lunch Director if food preparation will be affected. Repairs made to system and potential emergency declared ended.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. If NOT possible Call National Grid and Fire Department. Notify Superintendent of Schools. Obtain evaluation of extent and duration of problem from National Grid and Fire Department.</td>
<td>2b. Director of Facilities III 382-4130; Building Administrator; Superintendent of Schools 382-2005</td>
<td>2b. Telephone directory in manual</td>
</tr>
<tr>
<td>3. When system is repaired and declared clear, students return to classroom</td>
<td>3. National Grid and/or Fire Dept.; Superintendent of Schools</td>
<td>3. National Grid 1-800-490-0045 Call 911</td>
</tr>
<tr>
<td>4. If problem is declared to be long term, cease building operation and proceed as in “Heating Failure”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### RADIOLOGICAL INCIDENT

<table>
<thead>
<tr>
<th>Sequential Response/Actions</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon being notified of a problem, follow the directions of the Commissioner of the Suffolk County Department of Health Services 854-0100, Commissioner of the Suffolk County Department of Fire Rescue: (CDEM)</td>
<td>1. Building Administrator</td>
<td>1. Suffolk County Department of Fire Rescue – Office of Emergency Management (631) 852-4900</td>
</tr>
<tr>
<td>a) “Go Home” procedures for some or all schools.</td>
<td>a) Superintendent 382-2005</td>
<td>a) School and Contract buses</td>
</tr>
<tr>
<td>b) Building evacuation to a designated alternate building, as directed or indicated by Communication from CDEM.</td>
<td>b) Superintendent; Transportation Director 382-4100 (W) 585-6728 (H)</td>
<td>b) School and Contract buses</td>
</tr>
<tr>
<td>c) Notify media and institute school calling chain, informing public of a or b above.</td>
<td>c) Superintendent</td>
<td>c) Telephone numbers and school calling chain-attached Media Notification Superintendent 382-2006</td>
</tr>
<tr>
<td>d) Consider internal or external evacuation – consider the formula of time, distance and shielding for evacuation purposes.</td>
<td></td>
<td>Call 911</td>
</tr>
</tbody>
</table>

SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN
PROCEDURAL GUIDELINES

TOXIC MATERIAL SPILL
(Out of District)

<table>
<thead>
<tr>
<th>Sequential Response/Actions</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon being notified of a problem follow directives of the County Director of Emergency Management and School County Plan. Institute actions(s) accordingly:</td>
<td>1. Superintendent of Schools or designee – 382-2005</td>
<td>1. School district early dismissal, shelter and evacuation plans, transportation plans, Commissioner of the Suffolk County Department of Health Services 854-0100</td>
</tr>
<tr>
<td>2. Termination of emergency.</td>
<td>2. Suffolk County Department of Fire Rescue – Office of Emergency Management (631) 852-4900</td>
<td>2. Telephone numbers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transportation Director – 382-4100</td>
</tr>
</tbody>
</table>

TOXIC MATERIAL SPILL
(In District)

<table>
<thead>
<tr>
<th>Sequential Response/Actions</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon detection, notify Building Principal and Chief/Head Custodian. Consider internal or external evacuation.</td>
<td>1. Person observing the spill Call 911</td>
<td></td>
</tr>
<tr>
<td>2. Notify Director of Facilities III/Right-to-Know Law Coordinator-382-4130</td>
<td>2. Chief/Head Custodian</td>
<td></td>
</tr>
<tr>
<td>3. Director of Facilities III will:</td>
<td>3. Right-to-Know Law Coordinator</td>
<td>3. Emergency Telephone numbers</td>
</tr>
<tr>
<td>If an environmental threat*, e.g., loss to outside environment as fuel oil spill, report to EPA. Contact Superintendent of Schools 382-2005.</td>
<td>4. Department Chairperson in which chemical is inventoried.</td>
<td>4. Material Safety Data Sheets and appropriate clean-up material, if needed.</td>
</tr>
<tr>
<td>4. Department Supervisor or Head If internal, e.g., chemical spill, use MSDS material on file to clean up spill.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY MANAGEMENT PLAN
PROCEDURAL GUIDELINES

WATER CONTAMINATION OR EMERGENCY (Loss)

<table>
<thead>
<tr>
<th>Sequential Response/Actions</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon discovery or detection of suspected water contamination: Notify Building Administrator or designee.</td>
<td>1. First person on scene.</td>
<td>1. List of emergency telephone numbers of district personnel</td>
</tr>
<tr>
<td>2. Notify Superintendent of Schools</td>
<td>2. Building Administrator</td>
<td></td>
</tr>
<tr>
<td>3. Notify Health Department and follow their instructions.</td>
<td>3. Superintendent of Schools or designee</td>
<td>3. Suffolk County Dept. of Health: Ground Water 853-2251</td>
</tr>
<tr>
<td>4. Curtail or cease building operation, as appropriate: Notify staff, parents and students</td>
<td>4. Superintendent of Schools of designee</td>
<td>4. Potable water is mandated for drinking and for sanitizing associated with kitchen operations. If water is not suitable for drinking case operation of building unless equivalent provisions are made, such as bottled water and single-service disposable cups.</td>
</tr>
<tr>
<td>See Also: Loss of Building Contingency Guidelines.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Recovery stage: Complete work as directed by Health Department.</td>
<td>5. Superintendent of Schools or designee Director of Facilities III 382-4130</td>
<td>5. Asst. Superintendent for Finance &amp; Operations is to prepare budget estimate of work required and request approval for spending plan from Board of Education. Request emergency resolution from Board of Education, if needed. Contact school’s attorney and request his input when warranted.</td>
</tr>
<tr>
<td>6. Termination of Emergency when recommended by local Health Department.</td>
<td>6. Superintendent of Schools</td>
<td>6. Potable water supply available- Notify media when emergency is over</td>
</tr>
</tbody>
</table>
### MEDICAL EMERGENCIES

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide first aid instruction and supplies for each building</td>
<td>1. School Nurse</td>
<td>1. First Aid Supplies</td>
</tr>
<tr>
<td>2. Call for help or call 911</td>
<td>2. School Nurse</td>
<td>2. Emergency Telephone Directory</td>
</tr>
<tr>
<td>3. Protect the injured or ill person from further injury</td>
<td>3. School Nurse</td>
<td>3. Emergency Phone List/Contact Card</td>
</tr>
<tr>
<td>4. Comfort the victim and administer first aid.</td>
<td>4. First person on the scene</td>
<td>4. School Nurse</td>
</tr>
<tr>
<td>5. Assess the need for further medical attention</td>
<td>5. School Nurse</td>
<td>5. Call 911</td>
</tr>
</tbody>
</table>

### EPIDEMIC

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Establish district health emergency/first aid procedures.</td>
<td>1. District Administration</td>
<td>1. First Aid Procedures</td>
</tr>
<tr>
<td>3. Identify the problem</td>
<td>3. Superintendent or designee</td>
<td>3. Public health official</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chief Medical Officer for Smithtown Schools Dr. Gold 265-5858</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Health 853-3055</td>
</tr>
<tr>
<td>5. Termination of emergency</td>
<td>5. Public Health Officials</td>
<td>5. County Health Dept. 853-3055</td>
</tr>
</tbody>
</table>


# PROCEDURAL GUIDELINES
## EXPLOSION

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon occurrence of an explosion in a building:</td>
<td>1. First person on the scene.</td>
<td>1. Established procedures for instructing occupants of their responsibilities for sounding the fire alarm.</td>
</tr>
<tr>
<td>a) Sound the building fire alarm immediately, even before attempting to discover source of explosion, or notifying building administrator.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Evacuate building in accordance with established emergency evacuation plan.</td>
<td>2. Occupants</td>
<td>2. Emergency Evacuation Plan</td>
</tr>
<tr>
<td>3. Summon Fire Department.</td>
<td>3. Building Administrator</td>
<td>3. Call 911</td>
</tr>
<tr>
<td>4. Investigate source and contain fire, if possible or practical.</td>
<td>4. O &amp; M staff</td>
<td>4. Fire extinguishers</td>
</tr>
<tr>
<td>5. Upon their arrival, advise fire department of the situation and follow their instructions.</td>
<td>5. Building Administrator</td>
<td></td>
</tr>
<tr>
<td>6. Termination of Emergency</td>
<td>6. Fire Department</td>
<td>6. Public address system, media, pupil transportation system. Transportation Director 382-4100</td>
</tr>
<tr>
<td>a) Resume, curtail or cease building operations, as appropriate.</td>
<td>Superintendent of Schools Building Administrator</td>
<td></td>
</tr>
<tr>
<td>b) Notify staff, parents and students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) See also: Loss of Building Emergency Guidelines</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## SMITHTOWN CENTRAL SCHOOL DISTRICT
### EMERGENCY MANAGEMENT PLAN
#### PROCEDURAL GUIDELINES

## FIRE

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon discovery or detection of smoke or fire or evidence thereof, sound building fire alarm immediately.</td>
<td>1. School staff</td>
<td>1. Fire alarm</td>
</tr>
<tr>
<td>2. Evacuate building in accordance with established emergency evacuation plan. Advise Building Administrator of situation.</td>
<td>2. School staff</td>
<td>2. Emergency Evacuation Plan</td>
</tr>
<tr>
<td>4. Investigate source and contain fire, if possible or practical.</td>
<td>4. Director of Facilities III 382-4130</td>
<td>4. Fire extinguishers Protective gear</td>
</tr>
<tr>
<td>5. Upon their arrival, advise fire department of the situation and follow their instructions.</td>
<td>5 Building Administrator Director of Facilities III</td>
<td></td>
</tr>
<tr>
<td>7. Resume, curtail or cease building operation, as advised by fire official. Notify staff, parents and students.</td>
<td>7 Building Administrator Superintendent of Schools 382-2005</td>
<td>7. Public Address System Media Notification Plan AM/FM radio</td>
</tr>
</tbody>
</table>
### FIRE ALARM SYSTEM ACTIVATION

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
</table>
| 1. Upon sounding of the building fire alarm system, evacuate the building in accordance  | 1. School staff       | 1. Emergency Evacuation Plan  
2. Call 911                                                                           |
| with established Emergency Evacuation Plan.                                               |                       |                                                                                     |
| 2. Investigate source of alarm and confirm that there is or is not evidence of fire in   | 3. Building Administrator, School Staff, Director of Facilities III 382-4130 | 2. Zoned fire alarm system with enunciator panel, if existing.                       |
| the area. Advise Superintendent of Schools.                                               |                       |                                                                                     |
| 3a. No Fire – Proceed to #5                                                               |                       |                                                                                     |
| 3b. If Fire – Proceed to #4                                                               | 3b. Call 911          |                                                                                     |
| 4. Upon their arrival, advise fire department of the situation and follow their         | 4. Building Administrator, Director of Facilities III 382-4130 |                                                                                     |
| instructions. Advise Superintendent of Schools.                                           |                       |                                                                                     |
| 5. Upon termination of emergency, resume building operation. Inform staff and students.  | 5. Building Administrator | 5. All clear alarm or loud speaker, if available Remain outside until clearance is given by Fire Department |
| 6. Investigate to identify who activated the fire alarm system.                           | 6. Building Administrator, Fire Department, Police Department, Director of Facilities III |                                                                                     |
## BUILDING SYSTEM FAILURES:
1. Structural Failure
2. Electrical System
3. Heating System Failure (School Not in Session)
4. Gas Leak (School Not In Session)
5. Roof Failure/Leak
6. Sewage System

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon notification of problem:</td>
<td>Superintendent of Schools 382-2005 Transportation Supervisor 382-4100 Building Administrator(s) Director of Facilities III 382-4130</td>
<td>1. State and/or county Emergency Plan</td>
</tr>
<tr>
<td>1. Determine the extent to which schools can operate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Contact prime supplier to determine availability of fuel or energy source.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Implement procedures for reducing fuel consumption, if possible.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. If necessary, implement plan for alternative school day or alternative building use schedule (e.g., shorter day, shorter periods, no after-school activities, etc.)</td>
<td>Superintendent of Schools 382-2005 Building Administrator(s) Transportation Supervisor 382-4100 Director of Facilities III 382-4130</td>
<td>2. a) PSEG 800 490-0075 b) SCWA – Water 582-2211 After 8PM + WK/HO 665-0663 Smithtown Water District-269-9202 St. James Water District-584-6202</td>
</tr>
<tr>
<td>2. If necessary, implement plan for alternative school day or alternative building use schedule (e.g., shorter day, shorter periods, no after-school activities, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Resume normal activities upon advice of qualified source i.e., local Emergency Coordinator.</td>
<td>Superintendent of Schools 382-2005 Transportation Supervisor 382-4100 Building Administrator(s) Director of Facilities III 382-4130</td>
<td></td>
</tr>
</tbody>
</table>
### Sequential Response/Actions

| **1.** Upon notification of problem: | **1.** Superintendent of Schools  
382-2005  
Transportation Supervisor  
382-4100  
Building Administrator(s)  
382-4130 | **1.** County Emergency Plan |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine the extent to which schools can operate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact prime supplier to determine availability of fuel or energy source.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implement procedures for reducing fuel consumption, if possible.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **2.** If necessary, implement plan for alternative school day or alternative building use schedule (e.g., shorter day, shorter periods, no after-school activities, etc.) | **2.** Superintendent of Schools –  
382-2005  
Building Administrator(s)  
382-4100  
Director of Facilities III –  
382-4130 | **2.** PSEG 800 490-0075 |
| **3.** Resume normal activities upon advice of qualified source i.e., local Emergency Coordinator. | **3.** Superintendent of Schools  
382-2005  
Transportation Supervisor-  
382-4100  
Building Administrator(s)  
382-4130 | **3.** Resume normal activities upon advice of qualified source i.e., local Emergency Coordinator. |
| **4.a)** Intermediate and High School before 1:00 p.m. – students will be bused home  
1. Bus company called  
2. Media notified of early school closing for the individual building  
3. Use established school phone chain.  
 **b)** Intermediate & High School after 1:00 p.m. – students will be held until regular dismissal.  
 **c)** Elementary School before 1:30 p.m. (depends on temperature) – students will be transported to a designated school*  
1. Bus company called  
2. Designated school called**  
3. Regular transportation home from designated school.  
 **d)** Elementary school after 2:00 p.m. – students will be bused home as in 4a. | **4.** Transportation Director - 382-4100  
Superintendent of Schools -  
382-2005  
Building Administrator | **4.** Telephone numbers |

* If warm and bright enough, evaluate if students could be held in the school until regular dismissal.  
** Designated school: see Crisis Procedure Manual- Transportation Options
## LOSS OF BUILDING

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Consult State Education Department and/or BOCES Superintendent on potential relocation of school program.</td>
<td>1. Superintendent of Schools 382-2005</td>
<td>1. BOCES Superintendent 549-4900 x201</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State Ed. (518) 474-3906</td>
</tr>
<tr>
<td>2. Relocate educational program(s) displaced by an emergency which renders all or parts of a building unusable for school purposes.</td>
<td>2. Superintendent of Schools 382-2005 Building Administrator</td>
<td></td>
</tr>
<tr>
<td>3. Revise pupil transportation system, as necessary</td>
<td>3. Superintendent of Schools 382-2005 Transportation Supervisor 382-4100 Building Administrator</td>
<td></td>
</tr>
<tr>
<td>5. Once problem is resolved resume normal activities.</td>
<td>5. Superintendent of Schools 382-2005 Building Administrator Director of Facilities III 382-4130</td>
<td>5. Media Notification Plan AM/FM radio</td>
</tr>
</tbody>
</table>
## LOSS OF TRANSPORTATION FLEET

<table>
<thead>
<tr>
<th>Sequential Response/Action</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
</table>
| 1. If school is not in session, assess loss and make decision on canceling school. Cancel if conditions warrant. Inform staff, students and parents. | 1. Superintendent of Schools 382-2005
Transportation Supervisor 382-4100
Public Information 382-2005 | 1. Media Notification Plan
AM/FM radio |
| 2. If loss is associated with a community disaster, notify local emergency management office. | 2. Superintendent of Schools/District Emergency Coordinator | 2. Notify State Ed. Dept.
(518) 474-6541 |
| 3. If bus service cannot be obtained immediately, arrange for alternate transportation through lease or contract. | 3. Superintendent of Schools 382-2005
Business Administrator
Transportation Supervisor 382-4100 | |
| 4. If school is in session, provide alternate transportation service. See Crisis Procedures Manual Transportation Options Advise staff, students and parents. | 4. Superintendent of Schools 382-2005
Building Administrator
Business Administrator
Transportation Supervisor 382-4100 | 4. Media Notification Plan
AM/FM radio |
EMERGENCY “EARLY DISMISSAL” PLAN

1. The decision to begin the “Early Dismissal” Plan rests with the Superintendent of Schools or his/her designee.
2. The Superintendent shall notify the Building Principal (s) or their designee, and the Transportation Coordinator.
3. For an entire District “Early Dismissal” the order of dismissal shall be High Schools, Middle Schools, and Elementary Schools.
4. The Building Principal or his/her designee shall activate the individual Emergency Phone Chain or School Messenger.
5. All staff shall be maintained until dismissed by the Building Principal or his/her designee.
6. Student Emergency Contact Forms on file in the Nurse’s office of each school will be used to determine the manner in which a child will be released by the Building Principal or his/her designee. The following options will be available:
   a. Send home child as usual
   b. Send home child to parent’s designee
   c. Maintain child at school until parent or written designee picks him/her up
SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN

EMERGENCY EVACUATION PLAN

1. The decision to begin an Emergency Evacuation Plan rests with the Superintendent of Schools or his/her designee.

2. The Superintendent shall notify the Building Principal(s) or their designee, and the Transportation Supervisor.

3. Using normal Fire Drill Procedures for a building evacuation, all students and staff will exit the building.

4. The Transportation Department will transfer pupils to the following alternate sites:

<table>
<thead>
<tr>
<th>Building Evacuated</th>
<th>Alternate Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary Schools:</strong></td>
<td></td>
</tr>
<tr>
<td>Accompsett</td>
<td>Accompsett Middle School</td>
</tr>
<tr>
<td>Dogwood</td>
<td>Nesaquake Middle School</td>
</tr>
<tr>
<td>Mills Pond</td>
<td>Nesaquake Middle School</td>
</tr>
<tr>
<td>Mount Pleasant</td>
<td>Great Hollow Middle School</td>
</tr>
<tr>
<td>Saint James</td>
<td>Nesaquake Middle School</td>
</tr>
<tr>
<td>Smithtown</td>
<td>Accompsett Middle School</td>
</tr>
<tr>
<td>Tackan</td>
<td>Great Hollow Middle School</td>
</tr>
</tbody>
</table>

| **Middle Schools:** | |
| Accompsett Middle School | High School West |
| Great Hollow Middle School | High School East |
| Nesaquake Middle School | High School East |

| **High School:** | |
| High School East | Send Students Home |
| High School West | Send Students Home |

*See alternate locations for Active Shooter Scenarios on page 14.*

| **Other District Buildings:** | |
| District Office – Barton Building | Send Staff Home |
| Branch Brook | Send Staff Home |

*Note:* Certain students may need special transportation. See Crisis Manual – “References Unique to your Building”

Dismissal home will occur from new sites.

5. Superintendent will notify local Police and County District Safety Planning Office. The Building Principal(s) will begin emergency phone chain to notify parents.
EMERGENCY SHELTER PLAN

The decision to establish an Emergency Shelter Plan rests with the Superintendent of Schools or his/her designee.

The Superintendent or his/her designee shall notify the Building Principal(s) if students are to be sheltered beyond the regular school day.

The Red Cross and Suffolk County Department of Fire Rescue – Office of Emergency Management will be notified and asked to provide food, water and first aid.

All staff will be required to remain and supervise pupils until dismissed by the Superintendent or his/her designee.

No outsiders are permitted to enter the school building unless authorized by the Suffolk County Department of Fire Rescue – Office of Emergency Management or the Superintendent or his/her designee.

The following areas will be used as sites within each school building:

**District Buildings**

**Alternate Sites:** Gymnasiums, Cafeterias and Auditoriums

The **Early Dismissal Plan** will be used at the end of the sheltering period.
EXTENDED SHELTERING

If sheltering in district building(s) for students, residents or other displaced persons is required for an extended length of time, the district will make arrangements with the Suffolk County Chapter of the American Red Cross to provide the necessary manpower and materials for such sheltering.

The contact information for the American Red Cross is:

American Red Cross on Long Island
195 Willis Avenue
Mineola, NY 11501

Telephone: (516) 747-3500
SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN

EMERGENCY SCHOOL CANCELLATION PLAN

1. The decision to begin the School Cancellation Plan rests with the Superintendent of Schools or his/her designee.

2. The Superintendent shall notify the Building Principal(s) or their designee, and the Transportation Supervisor.

3. The Superintendent shall notify the radio stations and Western Suffolk BOCES Superintendent.

4. The Building Principal or his/her designee shall activate the individual Emergency Phone Chain.

5. This procedure is only valid for the day it is activated.
The following chart contains phone numbers to be used in case of a power failure.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>POWER FAILURE PHONE NUMBER</th>
<th>IF NO POWER FAILURE, WILL RING ON EXT.</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompsett Elementary</td>
<td>361-2687</td>
<td>14155</td>
<td>Main Office</td>
</tr>
<tr>
<td></td>
<td>361-2688</td>
<td>14160</td>
<td>Health Office</td>
</tr>
<tr>
<td></td>
<td>361-2689</td>
<td>14165</td>
<td>Custodian Office</td>
</tr>
<tr>
<td>Accompsett Middle School</td>
<td>361-2656</td>
<td>12305</td>
<td>Custodian Office</td>
</tr>
<tr>
<td></td>
<td>361-2655</td>
<td>12305</td>
<td>Main Office</td>
</tr>
<tr>
<td></td>
<td>361-2658</td>
<td>12320</td>
<td>Health Office</td>
</tr>
<tr>
<td>Child Nutrition</td>
<td>361-2641</td>
<td>15500</td>
<td>Director's Office</td>
</tr>
<tr>
<td></td>
<td>361-2652</td>
<td>15500</td>
<td>Secretary Office</td>
</tr>
<tr>
<td>Dogwood Elementary</td>
<td>361-2562</td>
<td>14255</td>
<td>Main Office</td>
</tr>
<tr>
<td></td>
<td>361-2293</td>
<td>14260</td>
<td>Health Office</td>
</tr>
<tr>
<td></td>
<td>361-2638</td>
<td>14265</td>
<td>Custodian Office</td>
</tr>
<tr>
<td>Facilities</td>
<td>361-2582</td>
<td>14130</td>
<td>Secretary Office</td>
</tr>
<tr>
<td></td>
<td>361-2670</td>
<td>14130</td>
<td>Maintenance Mechanic</td>
</tr>
<tr>
<td>Great Hollow MS</td>
<td>361-0175</td>
<td>12805</td>
<td>Principal's Office</td>
</tr>
<tr>
<td></td>
<td>361-0168</td>
<td>12837</td>
<td>Chief Custodian's Office</td>
</tr>
<tr>
<td>High School East</td>
<td>361-2136</td>
<td>12705</td>
<td>Principal's Office</td>
</tr>
<tr>
<td></td>
<td>361-2593</td>
<td>12740</td>
<td>Custodian Office</td>
</tr>
<tr>
<td></td>
<td>361-2134</td>
<td>12710</td>
<td>Health Office</td>
</tr>
<tr>
<td></td>
<td>361-2594</td>
<td>12775</td>
<td>Room 215</td>
</tr>
<tr>
<td>High School West</td>
<td>361-2413</td>
<td>12905</td>
<td>Principal's Office</td>
</tr>
<tr>
<td></td>
<td>361-2458</td>
<td>12925</td>
<td>Health Office</td>
</tr>
<tr>
<td></td>
<td>361-2473</td>
<td>12915</td>
<td>Custodian Office</td>
</tr>
<tr>
<td>Joseph M. Barton Bldg.</td>
<td>361-2563</td>
<td>12005</td>
<td>Supt. Office</td>
</tr>
<tr>
<td></td>
<td>361-2239</td>
<td>12115</td>
<td>Asst. Supt. F &amp; O</td>
</tr>
<tr>
<td></td>
<td>361-2558</td>
<td>12165</td>
<td>Asst. Supt. Personnel</td>
</tr>
<tr>
<td>Joseph M. Barton Bldg.</td>
<td>361-2244</td>
<td>12035</td>
<td>Curriculum</td>
</tr>
<tr>
<td>Location</td>
<td>Extension</td>
<td>Room</td>
<td>Contact Information</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------</td>
<td>------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Joseph M. Barton Bldg.</td>
<td>361-2258</td>
<td>12015</td>
<td>Receptionist</td>
</tr>
<tr>
<td></td>
<td>361-2314</td>
<td>12070</td>
<td>Special Ed, room 214</td>
</tr>
<tr>
<td></td>
<td>361-2204</td>
<td>12022</td>
<td>Security Command Ctr.</td>
</tr>
<tr>
<td></td>
<td>361-2548</td>
<td>12130</td>
<td>Custodian</td>
</tr>
<tr>
<td></td>
<td>361-2662</td>
<td>12181</td>
<td>Adult Education</td>
</tr>
<tr>
<td></td>
<td>265-8101</td>
<td></td>
<td>Computer Dept.</td>
</tr>
<tr>
<td></td>
<td>265-8102</td>
<td></td>
<td>Computer Dept.</td>
</tr>
<tr>
<td>Mills Pond Elementary</td>
<td>361-4022</td>
<td>14305</td>
<td>Main Office</td>
</tr>
<tr>
<td></td>
<td>361-4021</td>
<td>14310</td>
<td>Health Office</td>
</tr>
<tr>
<td></td>
<td>361-4023</td>
<td>14315</td>
<td>Custodian Office</td>
</tr>
<tr>
<td>Mt. Pleasant Elementary</td>
<td>361-2640</td>
<td>14355</td>
<td>Main Office</td>
</tr>
<tr>
<td></td>
<td>361-2692</td>
<td>14360</td>
<td>Health Office</td>
</tr>
<tr>
<td></td>
<td>361-2623</td>
<td>14365</td>
<td>Custodian Office</td>
</tr>
<tr>
<td>Nesaquake MS</td>
<td>361-2241</td>
<td>15106</td>
<td>Principal’s Office</td>
</tr>
<tr>
<td></td>
<td>361-2310</td>
<td>15115</td>
<td>Health Office</td>
</tr>
<tr>
<td></td>
<td>361-2502</td>
<td>15161</td>
<td>Custodian</td>
</tr>
<tr>
<td>St. James Elementary</td>
<td>361-2643</td>
<td>14455</td>
<td>Main Office</td>
</tr>
<tr>
<td></td>
<td>361-2644</td>
<td>14460</td>
<td>Health Office</td>
</tr>
<tr>
<td></td>
<td>361-2645</td>
<td>14465</td>
<td>Custodian</td>
</tr>
<tr>
<td>Smithtown Elementary</td>
<td>361-2306</td>
<td>14505</td>
<td>Main Office</td>
</tr>
<tr>
<td></td>
<td>361-2584</td>
<td>14510</td>
<td>Custodian Office</td>
</tr>
<tr>
<td></td>
<td>361-2598</td>
<td>14515</td>
<td>Health Office</td>
</tr>
<tr>
<td>Tackan Elementary</td>
<td>361-2589</td>
<td>12685</td>
<td>Main Office</td>
</tr>
<tr>
<td></td>
<td>361-2630</td>
<td>12675</td>
<td>Health Office</td>
</tr>
<tr>
<td></td>
<td>361-2648</td>
<td>12680</td>
<td>Custodian Office</td>
</tr>
<tr>
<td>Transportation</td>
<td>361-2671</td>
<td>14100</td>
<td>Office</td>
</tr>
<tr>
<td>Warehouse</td>
<td>361-2596</td>
<td>15515</td>
<td>Storekeeper's Office</td>
</tr>
</tbody>
</table>
SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN

TELEPHONE DIRECTORY
EMERGENCIES

FIRE DEPARTMENTS – FIRES ONLY

**In-District**
Hauppauge Fire Dept. .......................... 265-1500 or 911
Nesconset Fire Dept. ......................... 265-1430 (non-emergency only) or 911
Smithtown Fire Dept. .......................... 265-1500 or 911
The Branch Fire Dept. ......................... 265-1500 or 911
St. James Fire Dept. ......................... 584-5760 (non-emergency only) or 911

**Out-of-District**
Commack Fire Dept. ......................... 499-5777
Kings Park Fire Dept. ......................... 265-1500
Ronkonkoma Fire Dept. ....................... 588-8410
Stony Brook Fire Dept. ....................... 751-5329

**POLICE (DIAL “911”)**
Suffolk County Police ....................... (911)
4th Precinct (Hauppauge) .................... 854-8400
State Police “Troop L”
(Headquarters-Farmingdale) ................ 756-3300

**FBI** ........................................ 516-753-0130

**GAS EMERGENCY** ......................... 800-490-0045

**HOSPITALS**
St. Catherine of Sienna Hospital .......... 862-3800
University Hospital (Emergency Main Desk) .......... 444-2465

**AMBULANCES**
Commack Volunteer Ambulance Corps. ........... 911
Hauppauge Fire Dept. .......................... 911
Smithtown Fire Dept. .......................... 911
St. James Fire Dept. .......................... 911
SMITHTOWN CENTRAL SCHOOL DISTRICT
EMERGENCY MANAGEMENT PLAN
TELEPHONE DIRECTORY
Town of Smithtown

**Officials**

Supervisor  
Edward R. Wehrheim  
360-7600

Deputy Supervisor  
Thomas McCarthy  
360-7600

Highway Superintendent  
Robert Murphy  
360-7500

**Departments**

Animal Shelter  
360-7575

Building  
William White  
360-7520

**Civil Defense**

Smithtown Public Safety  
John Valentine  
360-7553

Engineering  
Mark Riley, P.E.  
360-7550

Environment & Waterways  
Russ Barnett  
360-7514

Municipal Services  
Neal Sheehan  
269-6600

Traffic  
Mitchell Crowley  
360-7635

**Surrounding Town Governments**

Islip’s Supervisor  
Angie Carpenter  
224-5691

Huntington’s Supervisor  
Chad Lupinacci  
351-3014

Brookhaven’s Supervisor  
Ed Romaine  
451-6640

**New York State**

Police, Troop L  
...........  
756-3300

NYS Environmental Health Dept.  
...........  
(800) 458-1158

NYS DEC – Spill Hot Line  
...........  
(800) 457-7362

DEC – Stony Brook Oil Spill  
...........  
(day) 444-0320

DOT – Road Cleanup  

Mon-Friday (day)  
...........  
265-3200

Eve & Weekend  
...........  
(night) 952-6777
# SMITHTOWN CENTRAL SCHOOL DISTRICT
## EMERGENCY MANAGEMENT PLAN

### TELEPHONE DIRECTORY

**Suffolk County**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>911</td>
</tr>
<tr>
<td>Suffolk County Department of Fire Rescue and Emergency Services:</td>
<td></td>
</tr>
<tr>
<td>Office of Emergency Management</td>
<td>852-4900 (non-emergency only)</td>
</tr>
<tr>
<td></td>
<td>Emergency 911</td>
</tr>
<tr>
<td>Office of the Fire Marshall</td>
<td>852-4855 (non-emergency only)</td>
</tr>
<tr>
<td></td>
<td>Emergency 911</td>
</tr>
<tr>
<td>Suffolk County Health Dept.</td>
<td>(day) 854-0333</td>
</tr>
<tr>
<td></td>
<td>(night) 852-4820</td>
</tr>
</tbody>
</table>

**United States Government**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBI, Melville</td>
<td>501-8600</td>
</tr>
<tr>
<td>Coast Guard, Northport</td>
<td>261-6868</td>
</tr>
<tr>
<td>EPA National Response (Air Toxic and Chemical Spills and Terrorist Hot Line)</td>
<td>(800) 424-8802 (24 hrs.)</td>
</tr>
<tr>
<td>RCRA Superfund and Hotline</td>
<td>(800) 424-9346</td>
</tr>
<tr>
<td>DEC Solid and Hazardous Materials</td>
<td>444-0375</td>
</tr>
<tr>
<td>DEC Hazardous Waste Remediation</td>
<td>444-0240</td>
</tr>
<tr>
<td>DEC Spill Hotline</td>
<td>(800) 457-7362</td>
</tr>
</tbody>
</table>

**Private Industry**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEMTREC (info. on all chemicals)</td>
<td>(800) 424-9300</td>
</tr>
<tr>
<td>Chemical Pollution Control</td>
<td>586-0333</td>
</tr>
</tbody>
</table>
## Smithtown School Officials

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>Dr. James J. Grossane</td>
<td>382-2005</td>
</tr>
<tr>
<td>Asst. Superintendent for Instruction</td>
<td>Jennifer Bradshaw</td>
<td>382-2030</td>
</tr>
<tr>
<td>Asst. Superintendent for Finance &amp; Operations</td>
<td>Andrew Tobin</td>
<td>382-2115</td>
</tr>
<tr>
<td>Asst. Superintendent for Personnel</td>
<td>Neil Katz</td>
<td>382-2165</td>
</tr>
<tr>
<td>Security Director</td>
<td>Joseph Rizzo</td>
<td>382-2025</td>
</tr>
<tr>
<td>Director of Facilities III</td>
<td>Daniel Leddy</td>
<td>382-4130</td>
</tr>
<tr>
<td>Transportation Coordinator</td>
<td>Mary Augugliaro</td>
<td>382-4100</td>
</tr>
<tr>
<td>Child Nutrition Director</td>
<td>Regina Dunne</td>
<td>382-5500</td>
</tr>
</tbody>
</table>

## Smithtown Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accomsett Elementary</td>
<td>Jeanne Kull-Minarik</td>
<td>382-4155</td>
</tr>
<tr>
<td>Nurse</td>
<td>Linda DelAntonio</td>
<td>382-4160</td>
</tr>
<tr>
<td>Dogwood Elementary</td>
<td>Renee Carpenter</td>
<td>382-4255</td>
</tr>
<tr>
<td>Nurse</td>
<td>Barbara Bassani</td>
<td>382-4260</td>
</tr>
<tr>
<td>Mills Pond Elementary</td>
<td>Ireen Westrack</td>
<td>382-4305</td>
</tr>
<tr>
<td>Nurse</td>
<td>Corinne Murphy</td>
<td>382-4310</td>
</tr>
<tr>
<td>Mt. Pleasant Elementary</td>
<td>Joseph Ierano</td>
<td>382-4355</td>
</tr>
<tr>
<td>Nurse</td>
<td>Julie Laudato-M Murphy</td>
<td>382-4360</td>
</tr>
<tr>
<td>St. James Elementary</td>
<td>MaryGrace Lynch</td>
<td>382-4455</td>
</tr>
<tr>
<td>Nurse</td>
<td>Christine Aprahamian</td>
<td>382-4460</td>
</tr>
<tr>
<td>Smithtown Elementary</td>
<td>Janine Lavery</td>
<td>382-4505</td>
</tr>
<tr>
<td>Nurse</td>
<td>Marianne Duffy</td>
<td>382-4510</td>
</tr>
<tr>
<td>Tackan Elementary</td>
<td>Allyn Leeds</td>
<td>382-2675</td>
</tr>
<tr>
<td>Nurse</td>
<td>Patricia Randazzo</td>
<td>382-2680</td>
</tr>
<tr>
<td>Accomsett Middle School</td>
<td>Paul McNeil</td>
<td>382-2308</td>
</tr>
<tr>
<td>Nurse</td>
<td>Jennifer Harris</td>
<td>382-2320</td>
</tr>
<tr>
<td>Great Hollow Middle School</td>
<td>John Scomillio</td>
<td>382-2805</td>
</tr>
<tr>
<td>Nurse</td>
<td>MaryEllen Guida</td>
<td>382-2825</td>
</tr>
<tr>
<td>Nesaquake Middle School</td>
<td>Daniel McCabe</td>
<td>382-5105</td>
</tr>
<tr>
<td>Nurse</td>
<td>Christine Bracco</td>
<td>382-5115</td>
</tr>
<tr>
<td>High School East</td>
<td>Kevin Simmons</td>
<td>382-2705</td>
</tr>
<tr>
<td>Nurse</td>
<td>Diane Nicholl</td>
<td>382-2711</td>
</tr>
<tr>
<td>High School West</td>
<td>John Coady</td>
<td>382-2905</td>
</tr>
<tr>
<td>Nurse</td>
<td>Elaine Mangino</td>
<td>382-2926</td>
</tr>
<tr>
<td>Traveling Nurse</td>
<td>Heather Fallon</td>
<td>382-2927</td>
</tr>
<tr>
<td>Private/Parochial Schools</td>
<td>Name</td>
<td>Phone</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Cleary School for the Deaf Institute</td>
<td>Jacqueline Simms</td>
<td>588-0530</td>
</tr>
<tr>
<td>Developmental Disabilities Institute</td>
<td>John Lessard</td>
<td>366-2900</td>
</tr>
<tr>
<td>Harbor Country Day School</td>
<td>John Cissel</td>
<td>584-5555, ext. 123</td>
</tr>
<tr>
<td>Ivy League</td>
<td>Noah Cooper</td>
<td>265-4177, ext. 15</td>
</tr>
<tr>
<td>Knox School</td>
<td>Kristen Tillona Baker</td>
<td>686-1600</td>
</tr>
<tr>
<td>St. Patrick’s School</td>
<td>Barbara Pellerito</td>
<td>724-0285</td>
</tr>
<tr>
<td>Sts. Philip &amp; James School</td>
<td>Diane Anderson</td>
<td>584-7896</td>
</tr>
<tr>
<td>Smithtown Christian School</td>
<td>Rev. Joel Maus</td>
<td>265-3334</td>
</tr>
<tr>
<td>(includes Happy Time Pre-School and Kindergarten)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smithtown Coop Nursery School</td>
<td>Noelle Moran</td>
<td>584-6767</td>
</tr>
<tr>
<td>Wesleyan School (Pre-School)</td>
<td>Tracy Truncalle</td>
<td>265-2625</td>
</tr>
</tbody>
</table>
### RADIO/TV STATIONS

<table>
<thead>
<tr>
<th>Station</th>
<th>Telephone Number</th>
<th>Dial Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCBS</td>
<td>(212) 975-8014</td>
<td>880 AM</td>
</tr>
<tr>
<td>WALK</td>
<td>475-9256 (snow only)</td>
<td>1370 AM/</td>
</tr>
<tr>
<td></td>
<td>475-5200 (other emerg.)</td>
<td>97.5 FM</td>
</tr>
<tr>
<td>WBLI</td>
<td>669-9254</td>
<td>106.1 FM</td>
</tr>
<tr>
<td>NEWS 12</td>
<td>(516) 393-1159</td>
<td>CHANNEL 12</td>
</tr>
<tr>
<td>WBZO – (B103)</td>
<td>(631) 955-1031</td>
<td>103.1 FM</td>
</tr>
</tbody>
</table>

### BUS COMPANIES

<table>
<thead>
<tr>
<th>Dispatcher’s Office</th>
<th>Main Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acme/Baumann/Alert</td>
<td>(631) 585-6565</td>
</tr>
<tr>
<td></td>
<td>(631) 471-4600</td>
</tr>
<tr>
<td>Huntington Coach</td>
<td>(631) 271-8931</td>
</tr>
<tr>
<td></td>
<td>(631) 271-8995</td>
</tr>
<tr>
<td>Suffolk Transportation</td>
<td>(631) 737-0695, ext. 16/17</td>
</tr>
<tr>
<td></td>
<td>(631) 665-3245</td>
</tr>
<tr>
<td>Towne Bus</td>
<td>(631) 862-2019</td>
</tr>
<tr>
<td></td>
<td>(516)349-8200</td>
</tr>
</tbody>
</table>
# SMITHTOWN CENTRAL SCHOOL DISTRICT
## EMERGENCY MANAGEMENT PLAN
### SCHOOL BUILDING DATA SHEET INDEX

## PUBLIC SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone Number</th>
<th>Operating Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompsett Elementary</td>
<td>382-4155</td>
<td>9:20 – 3:25</td>
</tr>
<tr>
<td>Dogwood Elementary</td>
<td>382-4255</td>
<td>9:20 – 3:25</td>
</tr>
<tr>
<td>Mills Pond Elementary</td>
<td>382-4305</td>
<td>9:20 – 3:25</td>
</tr>
<tr>
<td>Mt. Pleasant Elementary</td>
<td>382-4355</td>
<td>9:20 – 3:25</td>
</tr>
<tr>
<td>St. James Elementary</td>
<td>382-4455</td>
<td>9:20 – 3:25</td>
</tr>
<tr>
<td>Smithtown Elementary</td>
<td>382-4505</td>
<td>9:20 – 3:25</td>
</tr>
<tr>
<td>Tackan Elementary</td>
<td>382-2675</td>
<td>9:20 – 3:25</td>
</tr>
<tr>
<td>Accompsett Middle School</td>
<td>382-2305</td>
<td>7:50 – 2:31</td>
</tr>
<tr>
<td>Great Hollow Middle School</td>
<td>382-2805</td>
<td>7:50 – 2:31</td>
</tr>
<tr>
<td>Nesaquake Middle School</td>
<td>382-5105</td>
<td>7:50 – 2:31</td>
</tr>
<tr>
<td>High School East</td>
<td>382-2705</td>
<td>7:20 – 1:55</td>
</tr>
<tr>
<td>High School West</td>
<td>382-2905</td>
<td>7:20 – 1:55</td>
</tr>
</tbody>
</table>

## PRIVATE & PAROCHIAL SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone Number</th>
<th>Operating Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleary School for the Deaf</td>
<td>588-0530</td>
<td>8:30 – 3:00</td>
</tr>
<tr>
<td>Developmental Disabilities Institute</td>
<td>366-2900</td>
<td>8:45 – 2:45</td>
</tr>
<tr>
<td>Harbor Country Day School</td>
<td>584-5555</td>
<td>8:25 – 3:00</td>
</tr>
<tr>
<td>Ivy League</td>
<td>265-4177</td>
<td>8:40 – 3:30</td>
</tr>
<tr>
<td>Knox School</td>
<td>686-1600</td>
<td>7:45 – 4:30</td>
</tr>
<tr>
<td>St. Patrick’s School</td>
<td>724-0285</td>
<td>8:30 – 2:30</td>
</tr>
<tr>
<td>Sts. Philip &amp; James School</td>
<td>584-7896</td>
<td>8:50 – 3:00</td>
</tr>
<tr>
<td>Smithtown Christian School</td>
<td>265-3334</td>
<td>8:25 – 3:10</td>
</tr>
<tr>
<td>Wesleyan Pre-School</td>
<td>265-2625</td>
<td>9:30 – 3:00</td>
</tr>
<tr>
<td>Smithtown Coop Nursery School</td>
<td>584-6767</td>
<td>9:30 - 3:00</td>
</tr>
</tbody>
</table>