



PROJECT SAVE
Emergency Response Plan

2024-2025

(09/03/24)

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Project SAVE

The Safe Schools Against Violence in Education Act (**Project SAVE**), was signed into law in July 2000, to improve school safety in response to the rise of violence in our schools. Emergencies and violent acts are serious matters which must be handled expeditiously and effectively. In cooperation with **Project SAVE**, Alternatives for Children has compiled this plan to address responses to a variety of emergencies in our schools. The School Wide Plan is inclusive of the needs of the entirety of the school community, while the Building Level Plan will provide more detailed information, respective to each individual school within Alternatives for Children.

The **Project SAVE** plan was created by members of the Alternatives for Children Safety Team, which included representatives from all four Alternatives for Children Schools. Representatives were encouraged to solicit information from staff assigned to their schools to assist in the formulation of this plan.

Alternative for Children fully supports **Project SAVE** and will actively engage in creating, reviewing and updating this plan. The Executive Director encourages all members of the Alternatives for Children community to offer support and cooperation toward the goals of **Project SAVE**.

Please review the information included in this plan and keep it in an accessible place.

******Please note this plan is available to review in the Administration office located in East Setauket. The Building Level Plans will be maintained at the Aquebogue, Dix Hills, East Setauket and Southampton sites. ******

Please take note of the following information for contacting Emergency Services:

~ In a medical emergency, always dial 911~

Poison Control (800) 222-1222

***Designated Emergency Phone Number at each location if Main Lines are unavailable.**

Aquebogue

Main Line: 631-722-2170

*** Emergency # 631-722-4296 (Main Office)**

Nurse: Ext 516/510

Riverhead Fire Department: (631) 727-2750 or **911**

Riverhead Police Department: (631) 727-4500 or **911**

Dix Hills

Main Line: (631) 271-0777

***Emergency # 631-549-1090 (Main Office)**

Nurse: Ext 401

Dix Hills Fire Department (631) 499-8836 or **911**

Suffolk County Police Department 2nd Precinct (631) 854-8200 or **911**

East Setauket

Main Line (631) 331-6400

***Emergency # 631-751-0781(Reception Desk)**

Nurse: Ext. 111/171

Setauket Fire Department 631-941-4441 or **911**

Suffolk County Police Department 6th Precinct 631-854-8600 or **911**

East Setauket (Clinton Ave Elementary School)

Main Line East Setauket (631) 331-6400

***Emergency # East Setauket 631-751-0781(Reception Desk)**

Nurse East Setauket: Ext. 111/171

Terryville Fire Department 631-473-1224 or **911**

Suffolk County Police Department 6th Precinct 631-854-8600 or **911**

Southampton

Main Line: 631-283-3272

***Emergency #631-283-0406 (Main Office)**

Nurse: Ext 603

Southampton Fire Department (Dispatch) 631-283-0056 or **911**

Southampton Village Police Department 631-283-0056 or **911**

I: General Considerations and Planning Guidelines

A. Purpose

The Alternatives for Children School Wide Plan was developed pursuant to Commissioner’s Regulation 155.17. The Executive Director of Alternatives for Children appointed a School-wide School Safety Team and charged it with the creation and maintenance of the Alternatives for Children Emergency Response Plan.

B. School Chief Emergency Officer

The Executive Director is the Alternatives for Children Chief Emergency Officer. The Chief Emergency Officer has decision making authority to implement and coordinate the Emergency Plans and will facilitate communication between school staff, law enforcement, first responders and parents.

C. Identification of Safety Team

Alternatives for Children has created a Safety Team consisting of representatives from all four sites within the school. The Safety Team will be tasked with ensuring the School Wide and Building Level plans have been created, implemented, and all staff members adequately trained. The following staff members have been designated as the School Wide Safety Team:

SAFETY TEAM

NAME	POSITION	LOCATION
Dr. Matthew Krivoshey	Executive Director	All Sites
Stephen Dreyer	Supervisor of Security and Facilities	All Sites
Grace Mary Altkin	Compliance and Quality Assurance Director	All Sites
Donald Denninger	Director of Human Resources	All Sites
Patricia Coderre	Chief Financial Officer	All Sites
Jocelyn Cabello	Controller	All Sites
Erin Lindsay-DiFiglia	Coordinator	Aquebogue
David DeJong	Coordinator	Southampton
Elizabeth Longo	Coordinator	East Setauket
Anthony Sansotta	Coordinator	East Setauket
Margaret Bua-Lanza	Coordinator	Dix Hills
Vivienne Viera	Coordinator	Dix Hills
Lisa Tracey	Coordinator	Dix Hills

Therese Blanton	Parent Engagement Coordinator	East Setauket
Lyndsey Travis	Nurse	East Setauket
Nikki Gins	Grant Program and Technology Administrator	East Setauket
Hannah Stelmashuk	Lead Special Education Teacher	East Setauket (Clinton Ave Elementary)

In addition to the above listed team, each site will have three Building Level teams appointed. Those teams are the Safety Team, Emergency Response Team, and the Post Incident Response Team. The Safety Team is responsible for providing input regarding the creation of the Building Level Plan. The Emergency Response Team manages the emergency at their respective sites. The Post Incident Response Team manages the post emergency response and ensures a successful transition back to normal operations. The specific staff members assigned to the Building Level teams will be identified in the plans for their site.

Staff members may be assigned to multiple teams however their roles may differ. All staff members assigned to East Setauket school housed in Clinton Avenue Elementary will be guided by the emergency procedures detailed in the Comsewougue District-Wide Safety Plan.

D. Concept of Operations

Due to the specific needs of the student body Alternatives for Children serves, as well as, the location, variety in size, and design of the four schools, the Building Level Plans will be designed to meet the needs of each site, while maintaining the overall concepts included in the School Wide Plan.

In the event of an emergency or act of violence the initial response to the incident will be by the Emergency Response Team of the building effected. A member of the Emergency Response Team will contact local emergency officials via 911, while another member of the Emergency Response Team will contact the reception desk at East Setauket, who will ensure that the Executive Director and the Supervisor of School Security and Facilities have been notified. Personnel assigned to the reception desk will utilize all available means to ensure a timely notification is made.

Once the Emergency Response Team has been activated the Executive Director will consider the need to obtain additional resources at the county, state and federal level. Those resources may include county, state and federal emergency management officials, political leaders and emergency response organizations such as the Red Cross. The Executive Director or Designee will make those notifications.

It should be noted that regardless of assignments to specific teams within the Building Level plan the Site Coordinator at each site will fill the role of the Incident Commander, until they are relieved by an emergency responder. In the event the Site Coordinator is not available during the incident another member of the Building Emergency Response Team will assume the responsibilities of the Incident Commander until relieved.

E. Plan Review

After approval and adoption of the plan by the Executive Director it will be formally reviewed by the Alternatives for Children Safety team prior to the new school year. Periodic reviews will also be conducted and updates will be sent to all staff members. Updates to the plan that may require follow up training, and will be given by a designated member of the safety team through appropriate means.

The School Wide Plan will be posted to the Alternatives for Children website, in addition to a copy being maintained at each school.

The Building Level Plan is not subject to disclosure, and as such will remain confidential. Copies will be maintained at each site and will be supplied to local and state police.

II: Risk Reduction/Prevention and Intervention

A. Prevention and Intervention Strategies

Program Initiatives

Alternatives for Children strives to create a positive and safe learning environment for both students and staff members, in order to ensure the highest-level of instruction and services. Under that guiding principle, Alternatives for Children has instituted the following initiatives to address areas of concern both school wide and distinct to each site.

Training, Drills and Exercises

Multi-Hazards Training

In an effort to maintain a safe and secure environment for all students, staff and visitors, Alternatives for Children has created and implemented trainings, drills and other activities for our staff and students. Some trainings will be required for new employees, while others will be provided annually or at various other times throughout the year. The goal is to ensure that all members of the Alternatives for Children school community are able to protect themselves and to assist in protecting others.

1. Staff

- **Emergency Management Training**-Essential aspects of the School Wide and Building Level Emergency plans are presented to new employees upon hiring. Training on the School Wide Emergency Plan will be conducted annually thereafter. Documentation certifying the completion of training will be maintained in both digital and paper format.
- **Medical Emergency Training**-Several staff members at each location are trained in CPR and AED. Names and dates of certification are posted clearly throughout each building. Additionally, all staff members are trained on how to recognize and render aid when a student is experiencing the following:
 - Allergic reaction (Anaphylaxis)
 - Airway obstruction (including how to administer the Heimlich Maneuver) - Seizures
- **Office of Children and Family Services (OCFS) Training**-All staff members satisfy all OCFS mandated training requirements prior to employment and maintain all necessary training requirements throughout the duration of employment.

2. Students and Staff

- **Drills**-Alternatives for Children conducts several types of drills at each site. They are as follows:
 - *Fire and Emergency Drills*-A total of at least 12 drills, with 8 evacuation drills conducted prior to December 31st. The remaining 4 will be lockdown drills.
 - *Shelter in Place Drill*-2 Drills a year (OCFS Requirement)

3. Emergency Responders

Alternatives for Children will communicate with local emergency responders regarding the use of Alternative for Children property and facilities for law enforcement, fire and medical training. Support for this type of training will be measured against the needs of the Alternatives for Children community. Additionally, any decisions regarding use of the facilities and property will be communicated to our facility partners in Aquebogue, Dix Hills and Southampton, and subsequently disseminated to the affected staff members and parents.

Implementation of School Security

Alternatives for Children will ensure that the safety and security needs of students, staff, and lawful visitors at all facilities are met by providing a safe physical environment, security devices, security personnel, as well as implementing and updating security procedures and policies. Alternatives for Children strives to meet this goal by:

- The designation of a Supervisor of Security and Facilities, who will be licensed by New York State as a Security Guard, and maintain compliance with all requirements to maintain that license.
- Installation of fire alarms, building alarms, surveillance cameras, access systems, communications systems and exterior lighting.
- Inspection and maintenance of alarms, cameras, outside doors, communication systems and lighting.
- Creating procedures for building access by limiting entry locations and ensuring all exterior doors are secured.
- The Supervisor of School Security and Facilities will conduct regular visits to all Alternatives for Children sites. The intended purpose of these visits is to assist the Site Coordinator and the Building Emergency Management Team in evaluating the security and safety status of each site, as well as ensuring that security and safety concerns are dealt with in a timely fashion. A formal security and safety review will be conducted annually and the results documented for review.

In addition to the above the following Standardized Procedures will be also be followed at all Alternatives for Children sites:

- All staff members are required to have their photo identification prominently displayed while on Alternatives for Children property. This includes inside the facilities, as well as, areas in the immediate vicinity of the facility such as parking lots, playgrounds, and fields.
- The reception areas will be manned at all times. Receptionists will question visitors as to the nature of their visit and who they are meeting with. All visitors will be asked to sign in digitally utilizing the iPad located in the lobby of each site. Visitors will follow the prompts detailing the reason for their visit, take a photo and digitally sign the visitor log. If a visitor refuses any steps of the sign in process, a coordinator or the supervisor of school security will inform the visitor that they will be denied entry into the facility. No visitors will be granted access until all steps of the sign in process are complete and a visitor pass is printed.
- In all instances where a visitor who is refused entry, refuses to leave and and/or threatens a staff member, the visitor will be addressed by security or the site coordinator. If the visitor refuses to leave peacefully, 911 will be called.
- All employees must meet all OCFS requirements, including fingerprinting, prior to being employed, as well as, thorough reference and background checks.
- All OCFS policies and procedures regarding supervision of children will be maintained at all times.

It is imperative that all staff members maintain a heightened level of safety and security. As such, staff members should challenge all unidentified people in Alternatives for Children facilities regarding their presence and make appropriate notifications to security, site coordinators and administration. Alternatives for Children will assist in this mission by providing training, radios, intercoms, phones and alarms.

Alternatives for Children encourages an open discourse regarding safety and security. Concerns should be addressed with the Supervisor of Security and Facilities.

Vital School Information

Information regarding each of the four Alternatives for Children Buildings is secured in the East Setauket Administration office, and a copy is maintained at the respective site.

Information regarding our building partners, transportation providers, business partnerships and local officials is secured in the Administration office.

Specific information regarding important contacts is listed in the Appendix.

B. Early Detection of Potentially Violent or Threatening Behavior

Due to the student population that Alternatives for Children serves, detection of violent behavior such as bullying is not relevant to the intervention strategies of the school. However, Alternatives for Children provides annual and periodic training regarding our mission to ensure a safe environment for our student population. This training is inclusive of all OCFS requirements.

C. Hazard Identification

The Alternatives for Children School is located at five building sites, all of which present their own unique challenges.

The Aquebogue building is located within a shopping strip mall along Main Road. Tenants in the shopping center include a hair salon and an insurance agency. The school is located in a predominately rural area and is close to several nearby active farms.

The Dix Hills building is located within the former Chestnut Hill Elementary School of the Half Hollows School District, and is located adjacent to the South Service Road of the Long Island Expressway. The space is shared with Suffolk County BOCES. The school is located in a predominantly residential area, along two main roads leading to the Long Island Expressway.

The East Setauket building is located in a stand-alone building located along Research Way in East Setauket. The location is a largely made up of medical facilities, in addition to a large manufacturing facility.

The East Setauket Satellite location is located within Clinton Avenue Elementary School of the Comsewogue School District. The school is located in a predominately residential area. The school is an active elementary school housing students from Kindergarten through 5th Grade.

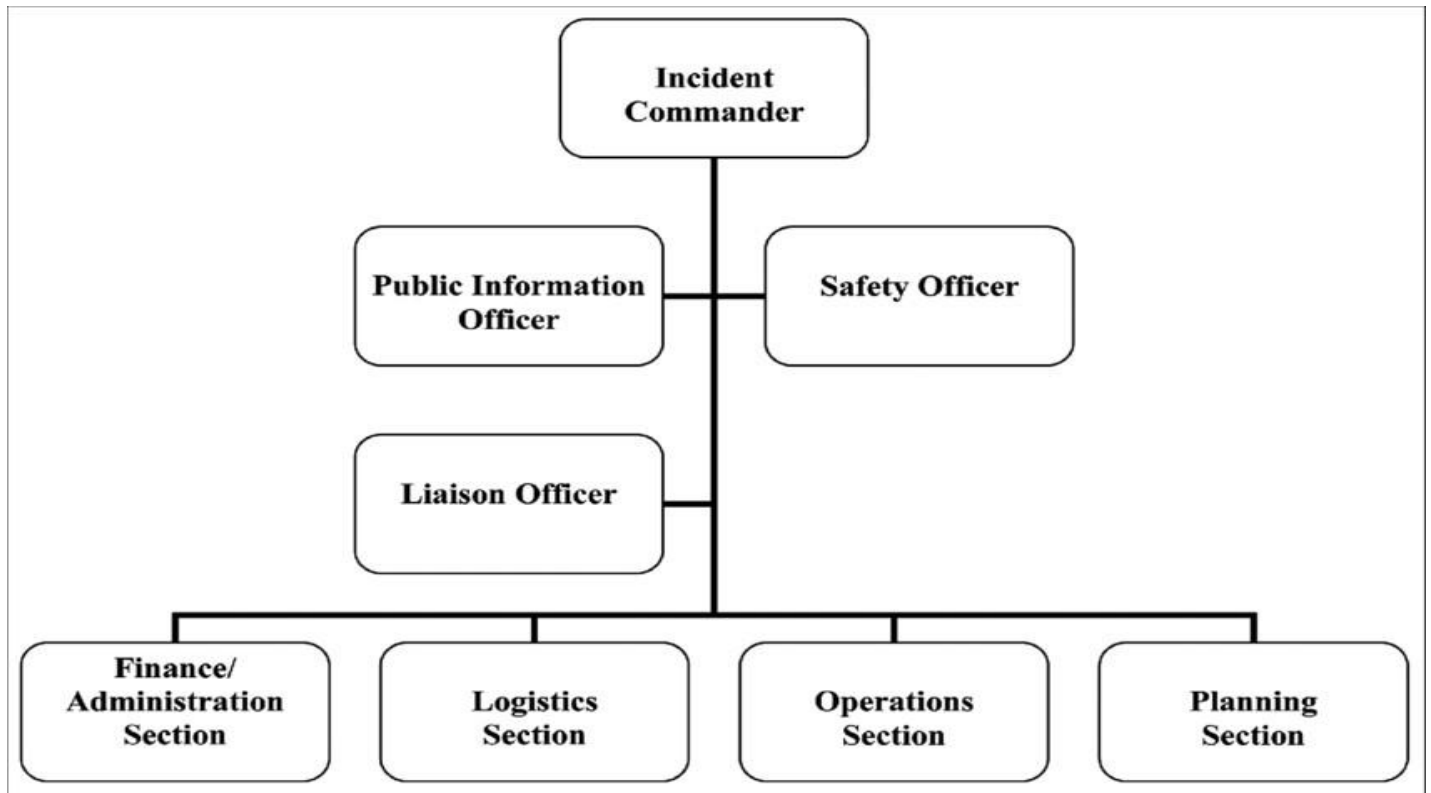
The Southampton building is located within the former Sacred Hearts of Jesus and Mary School Building, on the property of the Basilica Parish of Sacred Hearts of Jesus and Mary School Building, along Hill Road. The school is located in a predominantly residential area, that is a short distance from a busy commercial district.

III: Response

Alternatives for Children will work in conjunction with local and state emergency responders, as well as county and state officials to coordinate the evacuation of students and staff, and contain the incident to the affected area. The Executive Director will determine the need to contact local and state officials. Alternatives for Children will adhere to the principles of the Incident Command System (*Figure A*), detailing a clear chain of command for response to an emergency incident.

It is important to note that while depending on the incident, all roles may not be filled, multiple roles may be handled by one person, or additional roles assigned. The principles of clearly defined assignments and one Incident Commander responsible for the overall management of the incident are the essential elements that will guide the Alternatives for Children response.

Figure A



A. Notification and Activation of Internal and External Communication Systems

Internal

Alternatives for Children maintains a comprehensive list of all members of Administration, as well as, site coordinators and supervisory staff at each of the four locations. In the event of an emergency, large scale disaster or violent incident, a notification will be made using any and all available means. These methods include:

- Telephone
- Cell phone *
- Radio *
- Intercom
- Email
- ClassDojo
- Website
- Local media
- Other as appropriate

****A cell phone or radio should never be utilized to make a notification within 300 Feet of the affected building if the emergency involves the threat of an explosive device.***

External

911 will always be the first call for assistance in an emergency at the affected site. In addition, Alternatives for Children maintains a comprehensive list of emergency contacts to assist during and after the emergency. The Executive Director, or Designee, will contact those officials for assistance. The following emergency numbers for each site are listed below:

Aquebogue

Riverhead Fire Department: (631) 727-2750 or **911**

Riverhead Police Department: (631) 727-4500 or **911**

Dix Hills

Dix Hills Fire Department (631) 499-8836 or **911**

Suffolk County Police Department 2nd Precinct (631) 854-8200 or **911**

East Setauket

Setauket Fire Department 631-941-4441 or **911**

Suffolk County Police Department 6th Precinct 631-854-8600 or **911**

East Setauket (Clinton Ave Elementary School)

Terryville Fire Department 631-473-1224 or **911**

Suffolk County Police Department 6th Precinct 631-854-8600 or **911**

Southampton

Southampton Fire Department (Dispatch) 631-283-0056 or **911**

Southampton Village Police Department 631-283-0056 or **911**

Contacting Parents

Alternatives for Children administration, in consultation with the Building Level Emergency Response Team will ensure that parents or those in a parental role are notified. Notifications will be made utilizing the means most appropriate to the emergency. Those means may include ClassDojo, telephone, in person, email or statements delivered through the media. In emergencies where a recorded message is sent out through ClassDojo or prepared statements delivered at a press conference, a contact number for parents to call will be given.

B. Standard Response Procedures

In the event of an emergency the Site Coordinator or Designee will call 911, activate the Building Level response plan, and ensure a notification is made to the Executive Director and the Supervisor of School Security and Facilities. The Building Level Emergency Response team will:

- Assess the situation.
- Determine whether to shelter or evacuate.
- Secure the Emergency File containing floor plans, relocation areas, contact numbers for school administrators and parents.
- Communicate with staff (intercom, radio, phones as appropriate).
- Communicate with Responding School Wide Emergency Response Team.
- Maintain communication with emergency responders.
- Establish a Command Post to meet emergency responders.
- Provide for the safety of students, staff and visitors until the conclusion of the emergency.
- At the conclusion of an incident, the School Wide and Building Level Emergency Team Members will meet to discuss the response, account for all students and staff members, and ensure all notifications have been made.

C. Multi-Hazard Response

Policy

Hazards will include civil disturbances, environmental events, fires, technological or infrastructure failures, medical emergencies, or any other event that will cause a large-scale disruption to the safety and security of students and staff. Alternatives for children will follow a standardized procedure to address the response to hazards and provide sufficient training to staff. Examples of typical hazards are listed below; however, they should not be considered inclusive of all events that may require a response.

- Civil Disturbances
 - Intruders
 - Child napping
 - Child elopement
 - Bomb threat (including chemical, biological or radiological devices)
- Environmental Events
 - Severe storm (to include Hurricanes, tornadoes, snow, heavy rain, lightning) -Floods
 - Earthquakes
 - Hazardous material spill
 - Hazardous air pollution
 - Water contamination
- Fires
 - Fires
 - Explosions
 - Carbon monoxide alarm
- Technological or Infrastructure Failures
 - Structural collapse
 - Gas leak
 - Electrical failure
 - Heating/Air conditioner failure
- Medical Emergencies
 - Accidents (including transportation related)
 - Allergic Reactions
 - Airway obstructions
 - Seizures
 - Food poisoning

In an attempt to standardize the response to the variety of emergencies listed above, Alternatives for Children will consider the use of four plans to ensure the safety and security of students and staff members. The utilization of a specific plan will be based on the nature of the emergency and the extent of advance warning that is provided.

Plans

1. School Cancellation
2. Early Dismissal
3. Evacuation
4. Shelter

1. School Cancellation

The Executive Director will determine whether or not to close schools and administrative offices prior to the start of school and direct the following to be implemented:

- **AFC Technology Department** will send out a **Robocall and Text Message (Dial My Calls)** to **AFC Staff Members** instructing them that the school will be closed due to a weather-related emergency (*location specific*).
- **AFC Technology Department** will send out a **Robocall and Text Message (Dial My Calls)** to **Parents** instructing them that the school will be closed due to a weather-related emergency (*location specific*).
- **AFC Technology Department** will post a message on the **AFC Website** and **Facebook page** regarding the weather-related closure (*location specific*).
- **AFC Technology Department** will post a message on **ClassDojo** regarding the weather-related closure (*location specific*).
- **AFC Transportation Coordinators** will notify transportation providers of the weather-related closure (*location specific*).
- **AFC Supervisor of Security and Facilities** or **Designee** will send a notification to the following television stations utilizing appropriate logins and codes (*location specific*).
 - Television Station: Channel 12 News on IO Ch. 612
 - <https://longisland.news12.com/>

2. Early Dismissal

The Early Dismissal plan will be implemented when it is determined that the safety and security of students and staff would be enhanced by sending them to their homes as expeditiously as possible. The Executive Director will direct that the following be implemented:

- The **Site Director** and **Supervisor of Security and Facilities** determine the actual head count of student and staff in the building
- The **Transportation Coordinator** will inform the bus company and relay information regarding the relocation site, if applicable.

- The **Site Director** or **Supervisor of Security and Facilities** will notify the relocation site that students and staff are being relocated. **Building Emergency Response Team Members** direct staff and students to follow fire drill procedures and route/alternate route to exit the building and proceed to the evacuation site.
- **Teachers** will take Name-to-Face log with all students emergency contact list. The Name-to-Face log will be completed:
 - Prior to leaving building
 - When outside building
 - Upon arrival at relocation site
 - As each child is released
- The **Site Director** and **Supervisor of Security and Facilities** will provide a message regarding the emergency and direct the **AFC Technology Department** to do the following:
 - Send out a *Robocall* and *Text Message* to the parents of the effected school instructing them that the school will be closing/closed.
 - Post a message on ClassDojo regarding the emergency closing
- The Site Director and the Supervisor of Security and Facilities will provide regular updates to staff and will remain on site until the completion of emergency operations.

3. Evacuation

The Evacuation plan will be implemented when it is determined that the risk to the safety and security of students and staff members would be reduced or eliminated if they left the building.

- Upon receiving the notification to evacuate the building, students, staff and visitors will immediately leave the building according to the evacuation emergency plan.
- Classroom Staff will ensure that emergency medical supplies (red backpack) and the name to face log and emergency contact list are retrieved prior to evacuating.
- Staff will take attendance upon arrival at the evacuation site and report any discrepancies to the site director, who in turn will notify administration.
- Staff will remain at the evacuation location with students pending notification from the Site Director or Designee.
- Specific directions regarding the evacuation of those who require assistance including staff responsible will be listed in each sites Building Level plan.
- If the emergency results in an extended evacuation the Site Director or Designee will make appropriate arrangements for shelter.
- The Executive Director or Designee will determine if the students and staff can return to the building only after consultation with Emergency Responders. If the emergency dictates that it is unsafe to do so, the Executive Director or Designee will implement the Early Dismissal Plan.

Specific information regarding evacuation areas will be listed in each sites Building Level Plan due to security concerns.

4. Shelter

The Shelter plan will include any emergency where the safety and security of students and staff will be enhanced by sheltering them in a specific location. The Shelter Plan will include **lockdowns, hard lockouts, hold in place and shelter in place.**

Lockdown

A lockdown will be issued in situations where there is a danger to students and staff.

- Upon becoming aware of a danger to students and staff, the staff member that observes the danger will initiate a lockdown using their portable radio or phone.
- The Building Emergency Response Team will be activated and ensure that a lockdown is announced over the PA System.
- The Site Coordinator or Designee will contact 911.
- All staff members will scan outside of their rooms and direct all students and staff inside.
- Staff members will lock the door and remain quiet in an area as hidden as possible from windows and doors.
- Staff members will not respond to any alarms or additional announcements over the PA system or radio.
- Staff and students are to remain in their respective rooms until a member of law enforcement opens the door.

Once a lockdown has been called only law enforcement will be allowed access in or out of the building.

Hard Lockout

A Hard Lockout will be issued if there is threat in the immediate area of the facility. ***It should be noted that Alternatives for Children sites are in Lockout as normal operating procedure.***

- Upon becoming aware of a threat in the immediate area, the Site Coordinator or Designee will make an announcement over the PA System and radio.
- The Site Coordinator will ensure that all students and staff who are outside immediately return to the building and that all staff members have been notified.
- The Site Coordinator or Designee will contact 911. In the event that 911 notified Alternatives for Children staff of the threat, the Site Coordinator will designate a staff member to maintain contact with Emergency Responders regarding updates.

- The Site Coordinator or Designee will ensure that the Executive Director and administration have been notified of the Hard Lockout.
- No access will be granted into or out of the building.
- Typical daily instruction and activities will resume with exception of outdoor activities which will be canceled.
- If the immediate threat that necessitated the lockout will last over an extended period and interfere with transportation, the Executive Director or Designee will direct that a notification be made to parents via robocall with a number to call for information. Updates will be provided on a regular basis until the Hard Lockout is terminated.
- Staff members will be guided by the police regarding the resolution of the threat. The Hard Lockout will only be terminated at that point.

Hold in Place

The Hold in Place Plan will be implemented when there is a need to limit movement due to a short-term threat to the safety of students and staff.

- The Site Director or Designee will make an announcement over the PA System and radio.
- Staff and students should return to their classroom if possible, and listen for specific instructions.
- If unable to do so, remain in current location.
- Staff will take attendance in each classroom and make note of discrepancies.
- Staff should listen for updates regarding a return to normal operations.

Shelter in Place

The Shelter in Place Plan will be implemented when there is imminent threat to the safety of students and staff due to a natural or man-made disaster.

- The Site Director or Designee will make an announcement over the PA system and radio.
- Staff and students will proceed to the interior shelter locations.
- Staff will ensure that emergency medical supplies (red backpack), the name to face to log, and the emergency contact list are retrieved prior to relocating to the shelter location.
- Students and staff who are outside on the playground will immediately enter the building and proceed to their shelter locations.
- Staff and students will remain at the shelter location until the Site Director determines that it is safe after consultation with Emergency Responders.

The specific Shelter Locations will be listed on each sites Building-Level Plans due to security concerns.

D. Intruder Response

Policy

An Intruder shall be considered any person, who when confronted by a staff member, fails to produce Alternatives for Children identification or a visitors pass, along with a detailed explanation as to the reason for their visit. A person may be considered an intruder both inside the building and areas outside Alternatives for Children facilities such as parking lots, play grounds and fields.

Procedure

Whenever a staff member observes a person that they do not know to have a valid reason for being on Alternatives for Children property the following actions should be taken:

- Greet person and identify yourself as a staff member of Alternatives for Children.
- Request that the person produce employee identification or a valid visitor's pass.
- Inquire as to the reason for their visit and who they are here to see.
- If the person is unable to produce identification or a visitors pass, and fails to provide a valid reason for their visit, escort the person to the reception area or area immediately outside the main entrance.
- Immediately notify the Site Coordinator and Administration. This can be done by another staff member. It is essential that the staff member who confronted the intruder attempt to ensure that the intruder is isolated pending the arrival of the Site Coordinator or another member of administration.
- Arriving administrative staff will make further inquiries of the person in an attempt to determine if the person has a valid reason for being on Alternatives for Children property.

If continued attempts to identify the validity of the persons presence fail, or if at any time the person becomes hostile. The following actions should be taken.

- Request that person leave the property and attempt to escort them off the property.
- If the person still refuses to leave, call 911 and inform them that there is person trespassing on school property. It is essential that the 911 Operator be provided with as much descriptive information as possible about the individual.
- Pending the arrival of emergency responders, the site coordinator or their designee will implement a Lockdown procedure.

E. Medical Emergency Response

Policy

A medical emergency will be considered any event where emergency medical services are called to the school to render aid, whether or not the student, staff member or visitor is transported to a medical facility. This

encompasses a wide range of injuries, allergic reactions, and other illnesses and should not be limited to any specific medical condition. Efforts will be made to contact the Nurse, prior to contacting 911 for evaluation, however lifesaving notifications to 911 should never be delayed.

Procedure

- The Teacher will remain with the child requiring medical assistance.
- The Teacher's assistant will contact 911 if immediate medical intervention is required. The Nurse will be contacted via radio, phone, PA system or any other appropriate means.
- Any additional classroom staff will remove the non-injured children to a distant part of the classroom or playground. The classroom staff should consider the need to move the children to another location or bring them inside.
- Upon arrival the Nurse will assess the situation, including the questioning of staff regarding the incident. If 911 has not already been called, the nurse will call and direct the teacher to notify administration and obtain the child's emergency contact information, as well as the, "Consent to Medical Treatment for Minor Child."
- The Nurse or member of Administration will contact the child's emergency contact and inform them of the incident. Depending on the emergency the emergency contact will be directed to meet the nurse at the school or medical facility.
- Upon arrival of emergency medical services, the Nurse will inform the responders about the nature of the emergency and provide them with the child's, "Consent to Medical Treatment for Minor Child," and medical history.
- The Nurse will accompany the child in the ambulance if the child's parent or guardian is not on the scene.
- The Nurse will remain at the hospital until the arrival of the child's parent or guardian and continually update administration. Information regarding the child's discharge will be obtained from hospital staff.

F. Lost Child Response

Policy

A Lost Child will be considered any instance where a child is out of the line of sight of an Alternatives for Children Staff Member. This will include both elopement and child napping.

Procedure

In cases where a child has **eloped** from an Alternatives for Children site the following actions should be taken. Notifications will occur concurrently with a search for the lost child. Search teams will be listed on each sites Building Level Plan.

- An announcement will be made over the PA System to ensure that all staff members have been notified that a child has been lost.
- A **Lockout** will be implemented and announced over the PA system. The **Lockout** will remain in place until the child has been found.
- The building search team will search the entire building and school property. The search will begin where the child was last scene and include the entirety of the building (classrooms, offices, bathrooms, closets) and building property. The search may be extended to adjacent public property and private buildings pending the arrival of Emergency Responders if deemed productive by members of the search team.
- Staff members not on the search team will remain with the class and ensure that a normal routine is maintained.
- The Site Director or Designee will notify the Executive Director and Administration
- The Site Director or Designee will notify OCFS
- The Site Director or Designee will notify CPS
- If the child is not immediately found on or near Alternatives for Children property the Site Director or Designee will call 911 and provide a full description of the child including clothing and last place they were seen. Emergency responders will be provided with a picture of the child upon arrival.
- The Site Director or Designee will notify the child's parents. The notification should include that 911 was notified.
- The Site Director will consult with Law Enforcement and the child's parents regarding issuance of an Amber Alert
- Upon recovery of the child the Site Director will notify the child's parents and 911 if they have not yet responded. Follow up notifications will also be made to OCFS and CPS.
- The school nurse will examine the child and document findings on a *Child Incident Report*. Follow up care will be coordinated with Emergency Responders and the Nurse will accompany the child to the Emergency Room if the Child's parents have not already arrived.
- In cases where the child was not found during the search, the Site Director will coordinate additional actions with Emergency Responders in consultation with the Executive Director.

In cases where the child was **taken** from an Alternatives for Children site the following actions should be taken:

- Call 911 and provide all pertinent details regarding the incident:
 - Description of child
 - Description of person who took the child. If identify is known (family member, etc.)
 - Description and identity of anyone else involved
 - Description of vehicle (include License Plate if observed)
 - Direction the vehicle travelled after leaving Alternatives for Children property
 - Statements made by the person
- An announcement will be made over the PA System to ensure that all staff members have been notified that a child has been taken.

- A **Lockdown** will be implemented and announced over the PA system. The **Lockdown** will remain in place until the building is deemed safe by law enforcement.
- The Site Director or Designee will notify parents. The notification should include that 911 has been notified.
- The Site Director or Designee will notify the Executive Director and Administration
- The Site Director or Designee will notify OCFS
- The Site Director or Designee will notify CPS
- The Site Director or Designee will consult with Law Enforcement and the child's parents regarding issuance of an Amber Alert.
- The Executive Director or Designee will maintain contact with Law Enforcement until the conclusion of the emergency.

In both cases of a lost child detailed above the Executive Director or Designee will ensure that a thorough investigation has been conducted and all pertinent details have been documented.

G. Bomb Threat Response

Policy

A bomb threat will be considered any threat regarding utilization of an explosive device on or near Alternatives for Children property. The threat may be received via telephone, email, in the mail or in person.

Procedure

- Upon becoming aware of threat immediately notify the Site Director or Designee.
- The Site Director or Designee will contact 911. ***A cell phone should NOT be used to call 911.***
- Based on the information detailed in the threat the Site Director will determine whether or not to utilize one of the standardized responses such as Evacuation or Shelter in Place.
- The Site Director will notify the Executive Director and Administration, with detailed information about the threat and actions taken to provide for the safety of students and staff.
- After consultation with Emergency Responders, the Executive Director will determine if additional measures are needed such as early dismissal. Procedures for notifying parents and transportation will be followed.
- The Executive Director will consult with Emergency Responders and allow students and staff back into the building once they have determined that it is safe to reenter.

Staff members who receive the threat should gather as much specific information about the threat and the person calling as possible. Particular attention should be paid toward the time the device will detonate, the location of the device and the type of explosives.

All threats should be considered at face value and all explosive devices located should be considered operable. No attempts should be made to disturb the device.

The Department of Homeland Security has developed a checklist (Figure B) to assist those who receive a bomb threat via telephone. A copy of the checklist will be made available in the reception area of each site.

Figure B

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

* Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal	Other information:	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

H. Hostage Response

Policy

A Hostage will be considered any situation where an intruder has taken control of student(s), staff or visitors on Alternatives for Children property.

Procedure

- The Site Director or Designee will initiate a lockdown and contact 911
- Attempt to isolate the incident pending the arrival of emergency responders
- Assist emergency responders by providing the necessary tools to engage with the intruder
- Staff and students are to remain in their respective rooms until a member of law enforcement opens the door ending the lockdown
- The Site Director or Designee will provide regular updates to the Executive Director
- The Executive Director will coordinate the post response including dissemination of information to parents after consultation with emergency responders

Response to Acts of Violence

A. Implied or Direct Threat of Violence

Policy

Alternatives for Children considers all threats of violence by staff and visitors to be a serious matter that requires immediate investigation by the Site Director and a member of Administration. Law enforcement will be contacted if deemed appropriate after investigation. All staff should report threats of violence to their supervisor as soon as possible.

Procedure

- Upon becoming aware of a threat of violence the staff member will make a notification to their supervisor or Site Director.
- The Site Director will assess the situation by:
 - Speaking with the person who reported the threat
 - Identify the person who made the threat and remove them to a private area within the building
 - Interview witnesses
 - Interview the person who made the threat
- The Site Director will notify law enforcement if appropriate.
- A notification will be made to the Executive Director and Administration, including the details of the threat, the people involved and how the matter was resolved.

- The Site Director will remain alert at all times to the potential for the situation to escalate and be ready to adjust the response as appropriate including initiating a lockdown.

B. Act of Violence

Policy

Alternatives for Children considers all acts of violence by staff and visitors to be a serious matter that requires immediate investigation by the Site Director and a member of Administration. Law enforcement will be contacted if deemed appropriate after investigation. All staff should report acts of violence to their supervisor as soon as possible.

Procedure

- Upon becoming aware of an act of violence the staff member will make a notification to their supervisor or Site Director.
- The Site Director will assess the situation by
 - Speaking with the person who reported the threat
 - Identify the person who made the threat and remove them to a private area within the building
 - Interview witnesses
 - Interview the person who made the threat
- The site director will notify law enforcement if appropriate and inform responders of all details regarding the incident
- A notification will be made to the Executive Director and Administration, including the details of the threat, the people involved and how the matter was resolved.
- The Site Director will remain alert at all times to the potential for the situation to escalate and be ready to adjust the response as appropriate including initiating a lockdown.

School Resources

Alternatives for Children maintains the following resources for use in the case of emergency in each of the 4 sites.

- Telephone System
- Public Address System
- Fire Alarm System
- Fire Extinguishers
- First Aid Supplies
- Food Storage
- Flashlights
- Batteries
- Portable Radios

- Bull Horns
- Cleaning Supplies
- Garbage bags
- Blankets

Alternatives for Children contracts transportation with a private company at each site. Bus transportation will be made available during an emergency.

Procedures to Coordinate the Use of School Resources During an Emergency

In the event of an emergency the Site Director or Designee will notify the Executive Director, School Wide Response Team and the Building Level Emergency Response Team via telephone and radio.

The School Wide Emergency Response Team members are:

NAME	POSITION	LOCATION
Dr. Matthew Krivoshey	Executive Director	All Sites
Stephen Dreyer	Supervisor of Security and Facilities	All Sites

The School Wide Emergency Response Team will assess the emergency and make determinations regarding the utilization of staff and resources needed to address the emergency. If resources in addition to those available at each site are needed, the School Wide Emergency Response Team will coordinate the deployment.

Members of the team have been granted authority by the Executive Director to make decisions regarding staff assignments and the utilization of resources during the emergency.

IV: Recovery

A. Site Support

Alternatives for Children has created Post Incident Response Teams for each site. The identity of the staff members assigned to the teams is listed on each sites Building Level Plan. The School Wide Emergency Response Team will be part of the recovery process and ensure all Alternatives for Children resources are mobilized to assist the affected site.

The Executive Director will determine the need for additional resources beyond Alternatives for Children and direct staff to request their assistance.

B. Disaster and Mental Health Services

The Post Incident Crisis Response Team will work with Alternatives for Children's Psychologists and Social Workers and determine if external mental health resources are needed to meet the needs of students and staff.

ALTERNATIVES FOR CHILDREN

1116 Main Road, Aquebogue, NY 11931 • 631-722-2170 phone • 631-722-2177 fax
600 South Service Road, Dix Hills, NY 11746 • 631-271-0777 phone • 631-271-0999 fax
14 Research Way, East Setauket, NY 11733 • 631-331-6400 phone • 631-331-6865 fax
168 Hill Street, Southampton, NY 11968 • 631-283-3272 phone • 631-283-3356 fax

Project SAVE

In cooperation with Project SAVE, Alternatives For Children has informed me on the document to address responses to a variety of emergencies in our schools.

I have reviewed the information included in this packet and was in-serviced on the procedures within.

This certifies that I have received information on **PROJECT SAVE**.

Employee Name (print) _____ Site: _____

Signature _____ Date _____

APPENDIX A

Aquebogue

*1116 Main Street
Aquebogue, NY 11931*
Main Line: (631) 722-2170
Nurse: Ext 516/510

Dix Hills

*600 South Service Road
Dix Hills, NY 11746*
Main Line: (631) 271-0777
Nurse: Ext 401

East Setauket

*14 Research Way
East Setauket, NY 11733*
Main Line (631) 331-6400
Nurse: Ext. 111/171

East Setauket (Clinton Ave Elementary School)

*140 Clinton Avenue
Port Jefferson Station, NY 11776*
Main Line **East Setauket** (631) 331-6400
Nurse **East Setauket**: Ext. 111/171

Southampton

*168 Hill Street
Southampton, NY 11968*
Main Line: (631) 283-3272 Nurse:
Ext 603

APPENDIX B

Utilities

Suffolk County Water (24-hour repair) 631-698-9500

PSEG Outages/24/7emergencies 800-490-0075

National Grid Gas Emergency 800-698-9500 631-665-0663 (after hours)

Emergency Management

Suffolk County Office of Emergency Management 631-852-4900

Brookhaven Office of Emergency Management 631-451-2363 631-451-6172

Town of Riverhead Emergency Preparedness 631727-4500 (EXT 767)

Southampton Town Emergency Management Team 631-728-3400

Town of Huntington Emergency Management 631-351-3162

NYS Office of Emergency Management 518-292-2275

NYS Homeland Security 518-457-2200

Poison Control Center 800-222-1222

Suffolk County Bureau of Epidemiology and Disease Control 631-854-0333

Mental Health

Suffolk County Health Department 631-787-2200

Mobile Mental Health Community Response Team 631-952-3333

Suffolk County Mental Health Clinic 631-854-2552

Federal Agencies

FEMA 202-646-2500 800-621-FEMA

OSHA 800-321-6742

Department of Homeland Security 202-282-8010

Center for Disease Control and Prevention 800-232-4636

APPENDIX C

Building-Level Emergency Response Plans

Legislation requires that Building Level Emergency Response Plans remain confidential and are not subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Each site maintains a detailed Building-Level response Plan that was created in collaboration with the School Wide and Building Level Emergency Teams.

APPENDIX D

Comsewogue District-Wide Safety Plan Information

Information regarding 2024-2025 Comsewogue District-Wide Safety plan can be found at:

<https://www.comsewogue.k12.ny.us>

All Alternatives for Children staff members assigned to the Clinton Avenue Elementary School Site will be familiar with the details of the plan and participate in ensuring that both the Comsewogue District-Wide Safety Plan and the Clinton Avenue Elementary School Building Level Response Plan effectively provides for the safety of our students and staff, as well as those of our District partner.

APPENDIX E

Remote Instruction Plan

In the event of emergency that prevents Alternatives for Children from conducting in-person instruction, we have developed a Remote Instruction Plan to serve as a guide to ensure that instruction and services are delivered to our students seamlessly.

The Alternatives for Children Remote Instruction Plan is a critical component of our comprehensive Emergency Response Plan. It was created to adapt to a wide range of emergencies situations whether they be long-term or short-term in nature.

The Alternatives for Children Remote Instruction plan was created to fully integrate the special education and therapy needs of our students and instruction is consistent with the specific IEP goals of each individual student.

This plan, while fully allowing remote instruction, may not replace “snow days” that have been built into the 2024-2025 calendar, which will be utilized at the discretion of the Executive Director.

DEVICE SUPPORT

Alternatives for Children will make every effort provide our students and staff with access to a computer device to deliver remote instruction. To that end the following steps will be taken:

Students

1. Site coordinators will instruct teachers to survey their students’ parents regarding the availability of a device capable of accessing the internet.
2. Teachers will report the results to their site coordinators.
3. If a parent reports that they do not have a device, Alternatives for Children will reach out to the child’s district of residence to secure a device.
4. If the district of residence does not supply a device. Alternatives for Children will make every effort to loan a device subject to availability.

Staff

1. Site Coordinators will survey all staff members that provide instruction or services to students regarding the availability of a device capable of accessing the internet while working remotely.
2. If a professional staff member reports that they do not have a device, an iPad or laptop will be provided. The Technology Department will provide instruction on the use of device.
3. Site coordinators will instruct staff members receiving a device that utilization will be consistent with Alternative for Children computer use policy while working on site.

INTERNET CONNECTIVITY

Students

1. Site coordinators will instruct teachers to survey their students' parents regarding their ability to connect to the internet.
2. Teachers will report the results to their site coordinators.
3. If a parent reports that they do not have internet connectivity, they will be directed to contact the child's district of residence to secure a device.
4. If the district of residence does not supply a device. Alternatives for Children will provide information regarding resources within their communities to access the internet.

Staff

1. Site Coordinators will survey all staff members that provide instruction or services to students regarding their ability to connect to the internet.
2. If a professional staff member reports that they do not have internet connectivity, Alternatives for Children will provide information regarding resources within their communities to access the internet.

EXPECTATIONS

The Alternatives for Children Remote Instruction Plan requires the full participation of all members of our community (school districts, parents and Alternatives for Children) to meet our goal of seamlessly delivering instructions and services to our students. In an effort to reach that goal we have developed the following the expectations:

Administration

1. Inform parents and staff members that the remote instruction plan has been implemented.
2. Provide regular communication to parents and staff members regarding the status of the emergency.
3. Provide the necessary resources to ensure that students and staff members are able to participate in remote instruction.
4. Monitor staff instruction and student progress.
5. Maintain regular communication with school districts regarding each students IEP goals.

Teachers

1. Teachers will utilize Class Dojo to deliver instruction as follows:
 - Each teacher to post **weekly** on Class Dojo Creative Curriculum **lesson plan** to parents.

- In addition, **weekly** a separate Class Dojo post **to each child** - include specific recommendations for **lesson plan modification, differentiation** and **strategies** relevant to each individual child, based upon IEP goals.
 - On Class Dojo post **daily “morning meeting”** activities introducing the
 - Focus Question for the day
 - Proposed activities relevant to the investigative study
 - Include familiar songs/activities in video format (**pre-recorded Class Dojo video**)
- Post a daily read aloud relevant to the study or possibly a social emotional theme (**pre-recorded Class Dojo video**)
- **Weekly** Provide a list of **suggested activities** pulled from your lesson plan for parents to choose from to reinforce the Creative Curriculum study and student goals.
 - Interactive Play activities
 - Hands-on Exploration activities
 - Literacy Activities & Book suggestions
 - Songs & Music activities
 - Arts & Crafts
 - Fine Motor Skills activities
 - Physical Activity
 - Gross Motor Play activities
 - Explore the many ways in Class Dojo to be interactive with children – “worksheet” activities can be uploaded and children can write on the activity sheet in the app or print/complete and take a picture to post for teacher feedback.
 - Respond to any **communication** through **Class Dojo** as you would normally.
 - Respond to any **phone call** communication as you normally would.

2. Teachers will also have the following responsibilities:

- Conference with each parent **a minimum of 1x weekly** regarding the **specific needs of that child**. This may be done **by phone or TEAMS meeting** – parent preference should be respected.
- Participate in Coordinator **regularly scheduled teacher TEAMS meetings** (1x per week) to brainstorm ideas, trouble shoot problems etc.
- Meet with your **supervisor 1x weekly** to review lesson plans, report challenges and successes, etc.
- Participate in **team meetings** via TEAMS
- Participate in **parent/teacher conferences**

Therapists (OT, PT, Speech, Social work, Psychological, Music, Vision)

1. Therapists will contact their students’ families via phone and schedule regular therapy sessions with each child and/or parent/guardian at a time appropriate to the needs of each family. **Therapy must be delivered during school hours, which are considered 8AM to 6PM.**
2. Therapists will be fully familiarized with the usage of Class Dojo and TEAMS.

3. Therapists will respond to all communication from parents.
4. Therapists will deliver Teletherapy as follows:
 - Engage in a minimum of **one weekly contact, phone call, communication through Class Dojo, TEAMS** with parents/guardians to **discuss IEP goals** or share activities.
 - Provide a minimum of at least **one TEAMS therapy session** per week for each child
 - Utilize Class Dojo **communication tool** to send **therapy objectives** for each individual child.
 - **Send activities** in Class Dojo as appropriate depending on **each child's needs and ability**
 - Make available on Class Dojo **GENERAL suggested activities** for parents to choose from to **reinforce therapy and student goals**.
 - Utilize Class Dojo interactive activities to provide teacher feedback.

Teacher's Assistants

1. Teacher's Assistants will be responsible for the following:
 - Research and plan activities to address IEP goals within a group under the direction of the teacher.
 - Assist the teacher in prep for remote activities.
 - Post videos on class Dojo. Videos can be inclusive of; read aloud, exercise, fine motor activities which are all curriculum based addressing group IEP goals.
 - Remain active on the class Dojo page throughout the day providing positive feedback to students and parents regarding student participation in completion of curriculum-based activities.
 - Research additional support for at-home activities; sensory integration, music, utilization of educational technology supports.
 - Participate in weekly team and student team meetings via TEAMS
 - Participate in weekly curriculum meetings via TEAMS
 - Assist with setting up the virtual classroom
 - Research ideas for upcoming investigative studies as per the Creative Curriculum.
 - Creating group gross motor activities as per IEP goals under the direction of the teacher. Researching distance learning tools such as BOOM Cards.

FAMILY SUPPORT



Dear Families,

Alternatives For Children teachers and therapists will be using an **online platform** called **Class Dojo** to connect with you and your child. This will be one of the ways **teachers** will be providing materials to support the **Educational/Classroom** component of your **child's IEP**. **Therapists** will use this platform as a way to share **therapeutic support materials** for you to use with your child.

First the WHY . . .

In the event of a school closure due to a natural disaster, inclement weather, unsafe building or state/local emergencies, Alternatives For Children is as committed as ever to working with you, your child, and your school district to deliver the quality programming you have come to know.

Next the WHAT . . .

- **Teachers** will provide a list of **suggested activities for the week** for you to choose from to reinforce the Creative Curriculum study and student goals.
 - ✓ Interactive Play activities
 - ✓ Hands-on Exploration activities
 - ✓ Literacy Activities & Book suggestions
 - ✓ Songs & Music activities
 - ✓ Arts & Crafts – Fine Motor Skills activities
 - ✓ Physical Activity – Gross Motor Play activities

- **Therapists** will use this platform as a way to share **therapeutic support materials** for you to use with your child.

Now the HOW . . .

- Your **child's teacher/therapist** will send you an **email invitation** to join their class on **Class Dojo**.
- Follow the **directions** in the **Class Dojo invitation**. ✓ Click on the link in your email invite
 - ✓ Click on the "I'm ____'s Parent" button
 - ✓ Enter your first and last name, email address, and create a password before clicking "Sign Up"

- **Class Dojo** will enable **two-way communication** between teachers, therapists and parents.

Parents will be able to:

- ✓ send photos
- ✓ upload videos of children's responses
- ✓ pictures of their child's work



INTRO TO CLASS DOJO FOR PARENTS

1. Where can I use ClassDojo?
 - a. <https://classdojo.zendesk.com/hc/en-us/articles/202816825-Compatible-Browsers-and-Devices-for-ClassDojo>
2. Create a parent account:
 - a. <https://classdojo.zendesk.com/hc/en-us/articles/205417305-Create-a-Parent-Account#web>
3. How to translate school stories:
 - a. <https://classdojo.zendesk.com/hc/en-us/articles/205189853-How-to-Translate-Class-and-School-Story-Posts#web>
4. Full Website on using Class Dojo:
 - a. <https://classdojo.zendesk.com/hc/en-us/categories/200185365-For-parents#id-0>
5. **Q: What if parents have more than one child that attends our school?**

A: Easy Parents will receive two separate invites for each of their children. Once both are accepted, they will be able to toggle between their children on their Parent Account. Posts from both child's teacher and therapists will appear under their stories section
6. **Q: How do I change my language?**

A: Follow these steps:



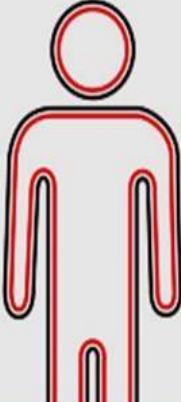
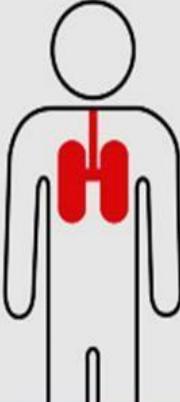


You can post from the app by accessing your child's portfolio follow these steps:

1. Sign in
2. You will be able to toggle onto the grayed out person and choose the students name (red arrow).
3. Choose the class you are trying to view
4. Tap where the green arrow is pointing.
5. You will be brought to a new page with everything that has been posted in the portfolio.
6. You can click "create new" and record or upload the video 😊



APPENDIX F

ALLERGIC REACTION

 SKIN	 RESPIRATORY	 GASTROINTESTINAL	 CARDIOVASCULAR
hives, swelling, itching, warmth, redness	coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, trouble swallowing, hoarse voice, nasal congestion or hay fever-like symptoms, (sneezing or runny or itchy nose; red, itchy or watery eyes)	nausea, stomach pain or cramps, vomiting, diarrhea	dizziness/ lightheadedness, pale/blue colour, weak pulse, fainting, shock, loss of consciousness

EpiPens are prescribed by doctors for children who have a severe, life-threatening allergy to specific food or other conditions (such as a bee sting). *EpiPens* will be kept in the clear case inside the classrooms red backpack, if a child in the class requires one. The case will contain the *EpiPen* and the doctor's orders on how to administer and assess the child.

All sites have in stock **non-child specific** *Epi Pens* to be used for students not previously identified as having allergies, who have their first reaction at school. These *Epi Pens* will only be used for students.

Procedure

1. A staff member recognizes that a student may be having an allergic reaction.
2. The nurse is immediately contacted via radio. The staff member will indicate that there is a child with a possible allergic reaction.
3. The nurse will take an *EpiPen* from the locked medicine cabinet and respond to child's location
4. The nurse observes child and determines if the *EpiPen* should be administered.
5. The nurse will administer the *EpiPen*
6. After the *EpiPen* is administered staff will follow the Medical Emergency Procedure regarding notifications to 911 and the child's parents.

UPPER AIRWAY OBSTRUCTIONS

Upper airway obstructions are can often be identified by a sudden onset of coughing, wheezing and decreased air entry. Children between six months and six years of age are at particularly high risk for aspiration of any small object to which they have access such as small toy pieces, food items or pebbles. It is important to constantly monitor classrooms, playgrounds and other areas with the school to ensure that these types of objects are kept of reach. If a staff member observes a child that appears to be choking the posted below provides obstructions to clear the airway. In all call cases, where airway obstruction is suspected and back blows or abdominal thrusts are administered to a child, the nurse should be called to asses the child and make notifications as directed in the Medical Emergency Procedure

CONSCIOUS CHOKING

Cannot Cough, Speak, Cry or Breathe

After checking the scene for safety and the injured or ill person, have someone **CALL 9-1-1** and get consent. For children and infants, get consent from the parent or guardian, if present.

1 GIVE 5 BACK BLOWS

■ **Adult:**



■ **Child:**



■ **Infant:**



2 GIVE 5 ABDOMINAL THRUSTS

■ **Adult:**



■ **Child:**



■ **Infant:** (chest thrusts for infant)



TIP: For infants, support the head and neck securely. Keep the head lower than the chest.

3 REPEAT STEPS 1 AND 2 UNTIL THE:

- Object is forced out.
- Person can cough forcefully or breathe.
- Person becomes unconscious.

WHAT TO DO NEXT

- **IF PERSON BECOMES UNCONSCIOUS** — Carefully lower the person to the ground and give **CARE** for unconscious choking, beginning with looking for an object.
- Make sure **9-1-1** has been called.



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