

I. Riverhead Charter School: ES & MS Emergency Plan

Academic Year 2025-2026

1. General Considerations and Purpose

The RCS Elementary and Middle School Emergency Plan is designed to provide a safe and secure environment for students, staff, and visitors. This plan follows the National Incident Management System (NIMS) and Project SAVE guidelines.

2. Standard Response Protocols

RCS utilizes standard terminology for all emergency responses to ensure clarity:

- **Lockdown:** Used when there is an immediate threat inside the building. All doors are locked, lights turned off, and students are moved out of sight.
- **Lockout:** Used when there is a threat *outside* the building. All exterior doors are secured; "business as usual" continues inside.
- **Evacuation:** Used to move students and staff out of the building (e.g., Fire, Gas Leak).
- **Shelter-in-Place:** Used for external environmental hazards (e.g., weather, chemical spill).
- **Hold-in-Place:** Used to keep hallways clear during a medical emergency or minor internal incident.

3. Evacuation and Fire Safety Procedures

- **Alarm Initiation:** At the sound of the bell or PSA announcement, all staff and students must exit the building immediately.
- **Staff Responsibilities:** Teachers must close classroom doors, take attendance records, and lead students quickly and quietly to assigned exterior assembly areas.
- **Assembly Areas:** All classes proceed to the designated perimeter locations (e.g., East perimeter parking lot trees) as indicated on internal building maps.
- **Accountability:** Teachers will utilize "Status Cards" (Red/Green) to indicate class status once at the assembly point.
- **Re-entry:** No person shall re-enter the building until the Building Principal or emergency services provide an "All Clear."

4. Communication Protocols

- **Emergency Services:** 911 will be contacted immediately for any life-threatening or criminal incident.
- **Internal Notification:** The PSA system and "Parent Link" messaging will be used to alert staff and families.

- **Before/After School Incidents:** If an incident occurs while students are in transit, the Superintendent/Principal will coordinate with District Transportation to reroute buses to a secure secondary location.

5. Training and Drills

RCS conducts a minimum of eight (8) evacuation drills and four (4) lockdown drills annually. These drills are evaluated for efficiency and documented in accordance with state law.

II. Riverhead Charter School: High School Emergency Plan

Academic Year 2025-2026

1. General Considerations and Purpose

The RCS High School Emergency Plan is tailored to the unique layout and student population of the High School campus, focusing on rapid response and clear communication.

2. Standard Response Protocols

The High School adheres to the same NIMS-compliant terminology as the ES/MS campus (Lockdown, Lockout, Evacuation, Shelter-in-Place, Hold-in-Place) to ensure consistency across the charter network.

3. Fire Drill and Evacuation Procedures

- **Execution:** All staff and students must leave the building immediately upon the alarm.
- **Route Compliance:** Students must follow the exit paths designated for their current location. Teachers are responsible for ensuring all students in their charge are moved to the exterior staging area.
- **Stairwell Safety:** In multi-story areas, specific stairwell capacities (Stair A/B) are monitored to ensure safe flow.
- **Attendance:** Once at the staging area, staff will report any missing or extra students to the Main Office via radio or designated runners.

4. Critical Incident Response (Lockdown)

- **Initiation:** A "Lockdown" is announced via the PSA system.
- **Immediate Action:** Staff will lock doors, close windows, and move students to the "safe zone" of the room (away from windows and doors).
- **Silence:** Lights are turned off; students are instructed to remain silent and silence all mobile devices.

- **Release:** Staff and students must remain hidden until physically released by authorized law enforcement or administration.

5. Recovery and Continuity

- **Post-Incident Support:** Following any emergency, the school will deploy its mental health team to provide counseling and support to students and staff.
- **Incident Debrief:** The School Safety Team will meet within 48 hours of any incident or major drill to assess the response and update protocols as needed.

6. Emergency Contacts

- **Emergency:** 911
- **Non-Emergency Police:** 631-727-4500
- **Fire Department:** 631-727-2750
- **American Red Cross:** 631-924-6911