



**Safety Plan ‘SAVE’  
Corporate Commons Annex**

**2017-2018 School Year**

## SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### A. Purpose

The Lavelle Prep. Charter School Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. This Plan includes input from parents, students, staff and school safety and other personnel.

The Plan was developed by the School Safety Team through a series of meetings attended by constituencies outlined above, following Safety Plan guidelines distributed by NYSED. The Safety Team will review emergency response plans with security professionals and consult with other schools with high quality SAVE plans to ensure feasibility and thoroughness.

Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and well thought though planning. We will conduct table top and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

### B. Safety Response Team

The Lavelle Prep. Charter School Safety Response Team is comprised of, but not limited to, representatives from the BRT (Building Response Team), Board of Directors, Administration, Parents, Students, Faculty, School safety personnel, and other school personnel as follows:

Title	Name	Role
Principal	Anthony Faiella	Stationed at Command Center
Assistant Principal	Jenna Curran	Head of the BRT
VP of Student Integration and Staff Career Development	Theresa Peterford	Special Needs Coordinator
Security Officer	Jeremy Zilinski/Eddie Brittain	Incident Assessor/Emergency Officer
Teacher	Melinda Moya	Assembly Point Coordinator
Receptionist	Audra Lessa	Recorder
Teacher	Kristie Stapleton	Principal/Staff Liaison
Parent Representative	TBD	Parent Representative
Student Representative	TBD	School Safety Team Member
Local Law Enforcement Official	Robert King	Port Authority Police Department

Building Manager	Vincent Martucci	Building Super
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**C. Concept of Operations**

The initial response to all emergencies at Lavelle will be by the BRT. Upon activation of the Core School Safety Team, local emergency officials and the Board of Directors will be notified as appropriate. Efforts may be supplemented by city and state resources through existing protocols as required.

The Core School Safety Team will also serve as the Emergency Response Team and Post Incident Response Team.

**D. Access to Floor Plans**

A set of floor plans and a diagram indicating School Evaluation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of the School Safety Planning process. Every member of the BRT will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official School Safety Binder (maintained by the Safety Director, and kept in the Safety Office).

**E. Plan Review and Public Comment**

Pursuant to Commissioner’s Regulation, Section 155.17(e)(3), a summary of this Plan will be made available for public comment at least 30 days prior to its adoption. We will include representatives of all key School constituents and interested parties in the development and review of this plan, including a review at our first Parent Teacher Organization (open to the public) in the Fall of 2017. To ensure student safety, the plan will be considered ‘in effect’ until such time as a full public review can be conducted and the Plan approved.

Certain sections of our Safety Plan with response action detail and private contact information will remain confidential and shall not be subject under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801 –a. Full copies of the Building-Level Emergency Response Plan will be supplied to Police within 30 days of adoption. This Plan will be reviewed periodically during the year and will be maintained by the Core School Safety Team. The Plan will be reviewed and approved each year by September 30<sup>th</sup>.

## **SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES**

### **A. Prevention/Intervention Strategies**

Lavelle Prep believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Drills/Exercises, Student Training, Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency Contact Information.

#### *Building Personnel Training*

- In preparation for planning and executing drills, the Safety Team will review information/guidance on the NYSED and the New York State Center for School Safety websites as well as Safety Plans from other schools.
- When hiring school safety/security personnel, the School will ensure all personnel have the appropriate background (experience and training) to fulfill their role, including training in how to de-escalate potentially violent situations.
- The School will review the detail of its Safety Plans with all faculty and staff prior to school opening (including all plan logistics, roles and responsibilities, and back up plans), ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.
- At least one Safety Team member will attend school safety training offered by the NYC DOE and share learning with the entire BRT.
- At least two members of the Safety Team will take CPR and AED training.
- All Lavelle Prep staff members will take Violence Intervention training.

#### *Drills/ Exercises/ Student Training*

- The Safety Team will conduct ‘table top’ exercises – playing through the execution of each of our multi-hazard plans using an actual school and neighborhood layout diagram.
- The School will review all emergency response plans with students within the first 2 weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- The School will conduct mandated actual safety drills that test components of the School Safety Plan. These drills will be conducted in coordination with local emergency response and preparedness officials, as follows: The School will schedule the dates and times of drills with local officials; Just before a drill, the School will contact local officials to announce the drill is

about to start.

- The tentative schedule for School Safety Drills is:

Date(s)	Drill Type
<b>9/14/17, 10/3/17, 10/6/17,            10/10/17, 10/13/17, 10/26/17,            10/27/17, 10/30/17, 11/6/17,            3/2/18, 4/20/18, 5/15/18,            6/6/18, 6/11/18</b>	Fire Drills
<b>10/23/17 and 3/1/18</b>	Soft Lock Down Drill

*Implementation of School Safety Policies and Protocols*

School Safety/Security roles at Lavelle Prep Charter School are expected to be as follows:

- School Safety:
  - During the school day there will be at least 1 security officer and 1 nurse on the grounds
- Hall monitors: Faculty and Administration will monitor hallways before and after school, and during class change times.

Other School Safety protocols include:

- Only the main entrance door of the trailers will be open at the start of the day and during dismissal. It will be monitored by staff during those times.
- All school visitors will be required to show identification upon entering the main trailer, and to wear a school nametag while in the school. As appropriate, visitors will be escorted to classrooms..
- There will be a security audit conducted within the first 2 months of the school year.
- The Principal, Security Officers, Guidance Counselor, Receptionist, and Assistant Principal will be provided with walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

*Coordination with Emergency Officials*

- The Emergency Officer will contact local emergency officials to review Emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills.

*Maintenance of Vital Education Agency Information*

A. An updated School Staff contact list (with cell phone numbers) will be maintained by the Office Manager and placed within the School “Emergency/Safety Bag”. This bag will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, local officials), Emergency Contact Information for all school staff. Also in the bag will be a ‘Student Emergency Contact Binder’ with Emergency Contact sheets for each student. The bag will be located under the principal’s desk in the main office and the safety team will be aware of protocols for retrieving the bag.

B. Hazard Identification

Through a walk-through and in consultation with local police and School Security staff, as a part of developing the School Safety plan, the BRT identified the following potential emergency sites and situations:

Potential Emergency Site	Related Potential Emergency Situation
Hallways	Student confrontation
Buses	Student confrontation
Off-site Field Trips	Student confrontation

**Section III: Response**

**A. Assignment of Responsibilities**

The chain of command at Lavelle Preparatory Charter School in the case of emergencies is as follows:

1. Principal – Head of School – or designee
2. VP of Operations
3. Director of Security

**B. Continuation of Operations**

- A relinquishing command, the Head of School or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will follow the Chain of Command outlined above to ensure continuity of operations.

**C. Notification and Activation (Internal and External Communications)**

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- Building Intercom
- School Phone system
- Cell Phones of BRT and staff
- Walkie- Talkies (supplied to School Safety Team members)
- Bull Horns

- Air Horns
- Email
- Robocalls

Standard notification protocol will be for:

- Notification of an incident or hazard development to Head of School as soon as possible following its detection
- In the event of an emergency, Head of School will notify all building occupants to take appropriate protective action

Also, upon the occurrence of violent incident, the VP of Operations will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School “Emergency/ Safety” Bag in the Main Office. The VP of Operations will also have a soft copy of this document on file, and a hard copy in their office.

In the event of disaster or violent act, as necessary the VP of Operations will also notify the president and Board of Directors via phone/email, and all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.

As necessary, the School will notify parents of a violent incident or early dismissal through use of the One Call System and/or email/and/or an Advisory phone chain (faculty member calls all parents within their Advisory). Parent contact information will be maintained on Student Emergency Contact forms. The One Call System will also be maintained with current family/parent/guardian contact information.

Note- families will be instructed on the website as to where to find updated information and contact numbers for the school in the event of any emergency situation.

#### **D. Situational responses**

Plans are in place, and detailed in the appended, separate Building Level Response Plan document, for:

- Multi- Hazard Response
- Fire
- Intruder in the Building
- Medical Emergency
- Threat of Violence (by student, staff, visitor, other)
- Explosive/ Bomb Threat
- Hostage/ Kidnapping
- Civil Disturbance
- School Bus Accident

- Gas Leak
- Hazardous Material
- Biological Threat
- Radiological Threat
- Epidemic

**E. Response of Acts of Violence**

The below plan is in keeping with the School’s Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

- Injured parties will be taken care of
- Offending individual will be contained
- Head of School, in consultation with the VP of Operations and Director of Security, will determine the level of threat
- As required:
  - The immediate area of the act will be isolated and/or evacuated
  - Lockdown procedures will be activated
  - Local law enforcement agencies will be notified
- Situation will be monitored and response adjusted as necessary
- As necessary
  - Initiate early dismissal
  - Initiate shelter or evacuation procedures

**Protective Action Options**

Situation	Plan
School Cancellation	Monitor situation that may warrant school cancellation (Principal) Make cancellation determination Inform Families/Students Inform Staff Inform Board As necessary, inform other parties (transportation, deliveries)
Early Dismissal	Monitor situation that may warrant early dismissal (Principal) Make early dismissal determination Agree time to send early dismissal signal (intercom) Contact Transportation providers and make required arrangements Inform Families/Students Inform Staff Retain appropriate school personal on site until all students have been



	returned home/picked up
Evacuation (before, during and after school hours)	<p>Determine level of threat</p> <p>Contact Transportation providers and provisionally make required arrangement</p> <p>Clear all evacuation routes and sites</p> <p>Evacuate staff and students to pre-arranged evacuation sites</p> <p>Account for all students and staff populations. Report any missing persons to Principal/Staff Liaison</p> <p>Make determination regarding early dismissal</p> <p>If dismiss early, contact families/transportation providers for pick up</p> <p>Ensure adult/continued school supervision/security</p> <p>Retain appropriate school personnel on site until all students have been returned home/picked up</p>
Movement to Sheltering Sites	<p>Determine level of threat</p> <p>Confirm sheltering location, depending on nature of incident</p> <p>Evacuate staff and students to pre-arranged sheltering site</p> <p>Account for all students and staff populations. Report any missing persons to Principal/Staff Liaison</p> <p>Make determination regarding early dismissal</p> <p>If dismiss early, contact families/transportation providers for pick up</p> <p>Ensure adult/continued school supervision/security</p> <p>Retain appropriate school personnel on site until all students have been returned home/picked up</p>

All of the above will be done in cooperation with local emergency responders.

***For all situations:***

- Parents – the head of school will determine if and when parents need to be informed, and will coordinate the informing. This will be done in consultation with the senior admin team.
- Media – the head of school will determine if and when the media needs to be informed, and will do the informing. This will be done in consultation with the board.
- The school safety team will convene within 48 hours of an event to conduct a situation debrief/post mortem. The debrief process will include soliciting input from other school constituencies as follows: principal asks for feedback from faculty and students (as appropriate). The results of this debrief will inform future plan updates.

***Arrangements for Obtaining Emergency Assistance from Local Government***

As necessary, the head of school will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the school

emergency/safety plan bag. Soft and hard copies of this contact information will be maintained by the head of school and director of operations in their offices.

A record will be maintained of all local government emergency assistance requests and responses.

### ***Procedures for Obtaining Advice and Assistance from Local Government Officials***

As necessary, the head of school will request advice and assistance from local government officials (borough and city) and the PAPD. Contact names and numbers for all relevant local government officials and agencies will be maintained in the school emergency/safety plan binder. Soft and hard copies of this contact information will be maintained by the head of school and director of operations in their offices.

### ***School (District) Resources Available for Use in an Emergency***

The following school resources are available in case of an emergency:

- Emergency Bag (cell phone, flashlight, batteries, First Aid Kit, etc.)
- AED (brought by nurse)

### ***Procedures to Coordinate the Use of School District Resources and Manpower During Emergencies***

#### ***E. Security of Crime Scene***

The head of school or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.

No item cleaned shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency.

Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

## **Section IV: Recovery**

Lavelle Preparatory Charter school recovery (post incident responses) will include, but not limited to:

### Short term:

- Mental health counseling for staff and students
- Building security
- Facility restoration

- Post incident critique

Long term:

- Mental health counseling for staff and students
- Building security
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

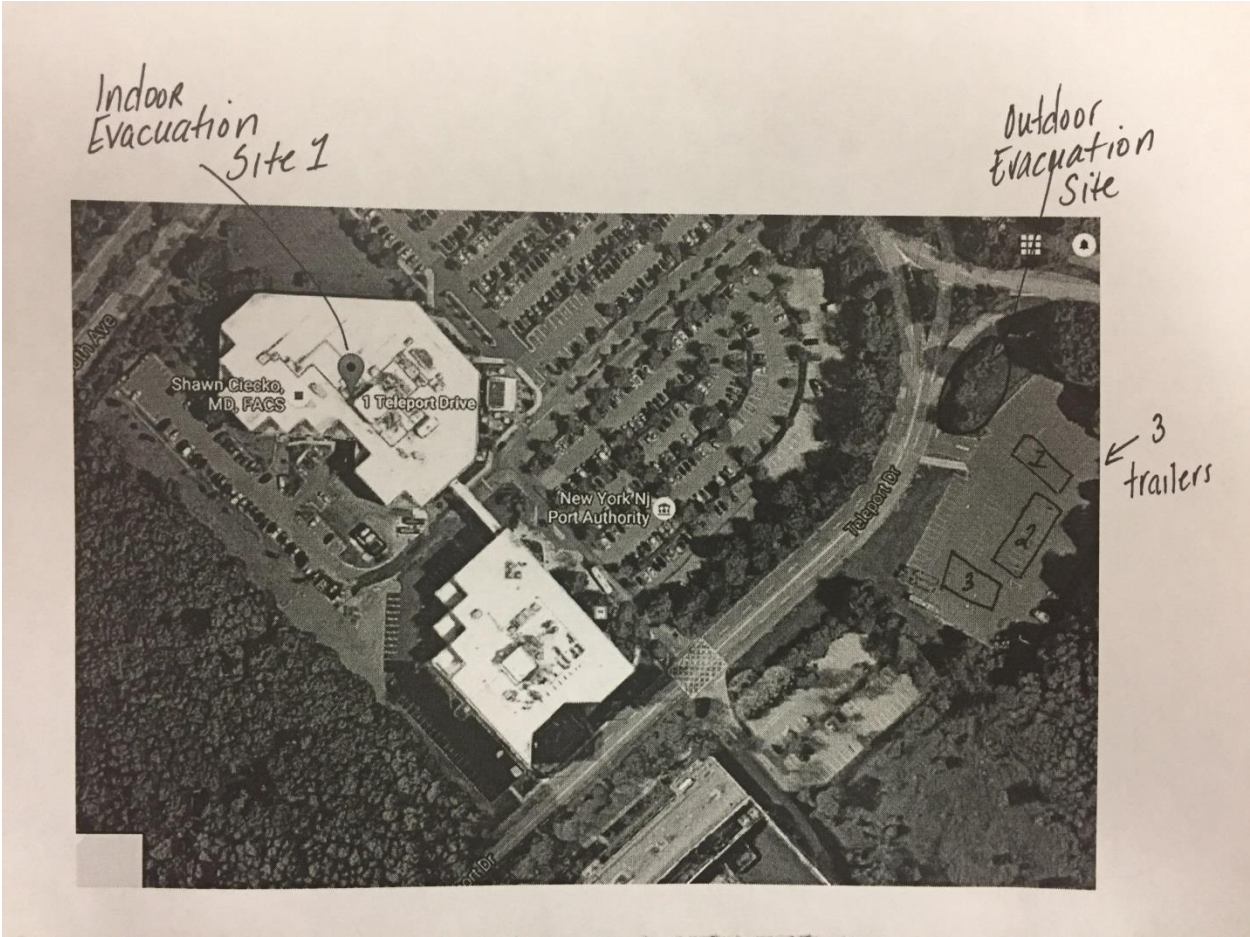
After the recovery stage of any incident, the Lavelle Preparatory Charter school safety team will conduct an internal meeting that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the safety plan will be made as appropriate.

**Appendices**

**Appendix 1: School Buildings covered by this District-Wide/ Building-Level School Safety (SAVE) Plan.**

<b>School # 1 Name</b>	<b>John W. Lavelle Preparatory Charter School/Integration Charter Schools</b>
<b>Address</b>	<b>1 Teleport Drive, Annex, Staten Island NY 10311</b>
<b>Contact Name</b>	<b>Dana Volini</b>
<b>Contact Title</b>	<b>VP of Operations</b>
<b>Contact Phone #</b>	<b>347-855-2238</b>
<b>Contact Email</b>	<b><a href="mailto:dvolini@integrationcharterschools.org">dvolini@integrationcharterschools.org</a></b>

**Appendix 2: School Map**



**Appendix 3: School organization chart, including indication of BRT members and the School Chain of Command**

**2017/2018 staff organization**

Diane DiSalvo – Social Work Supervisor  
Kara Cruz – Social Worker  
Theresa Peterford – Assistant Principal of Special Education

**School Building Safety Team**

(See page 1)

**Emergency Chain of Command**

Principal – Head of School – or designee  
VP of Operations  
Director of Security

**Appendix 4: Local emergency resources contact list**

Robocall: 877-698-3261 ID 221792 Pin 6756

Teleport Front Gate: 718-355-7222  
Port Authority Police: 718-390-2501  
Robert King, PAPD: 718-697-3628  
Vincent, Building Coordinator: 917-613-5595  
Billy Lynch: Building Manager: 718-477-2100 x-260  
MTA: 646-252-2542 or 347-694-2542  
OPT: 718-482-3868