



# **District Wide Safety Plans 2021-2022**

**Lavelle Preparatory Charter School Middle & High School Divisions**

**CC1 & CC2**

**1 Teleport Drive, 3<sup>rd</sup> Floor, Staten Island NY, 10311**

**Lavelle Preparatory Charter School Elementary Division**

**1441 South Ave, 3<sup>rd</sup> Floor, Staten Island NY, 10314**

**The Lois & Richard Nicotra Early College Charter School**

**1441 South Ave, 5<sup>th</sup> Floor, Staten Island NY, 10314**

**New Ventures Charter School**

**1441 South Ave, 5<sup>th</sup> Floor, Staten Island NY, 10314**

**Richmond Preparatory Charter School**

**1441 South Ave, 5<sup>th</sup> Floor, Staten Island NY, 10314**

## **Introduction**

This District-Wide Safety Plan is to address the needs of all Integration Charter Schools (“ICS”), was written in collaboration with each school's Building Safety Plan and cooperates with the Safe Schools against Violence in Education (SAVE) law.

## **Section I: General Considerations and Planning Guidelines**

### **1. Purpose**

The District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. A District-wide Safety Team was appointed and is responsible for the development and maintenance of the District-wide School Safety Plan. Our goal in creating all safety plans is to ensure the maximum safety of all students and staff at our school through careful and well thought planning. We will conduct table top and actual drills including plans to facilitate organized and effective use of these plans in the case of an actual emergency.

### **2. Safety Team**

The District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the: Senior Cabinet, Communications team, Security and Facilities team, school counselors, Parent Organizations and students.

### **3. Designation of Chief Emergency Officer**

The President of ICS has designated the Vice President of Administration as the chief emergency officer who is responsible for coordinating communication between staff, law enforcement and first responders and for ensuring staff understanding of the district-level safety plan. The chief emergency officer shall also be responsible for ensuring completion, yearly update of building-level emergency response plans and ensuring the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807. The building-level emergency response plan shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.

### **4. Concept of Operations**

- The District-wide School Safety Plan was created in collaboration with the individual Building-level Emergency Response Plans for each school building/school.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school is by the Building Response Team.
- Upon the activation of the School Emergency Response Team, the President, Chief Emergency Officer or his/her designee is notified and, where appropriate, local emergency officials are also notified.

### **5. Plan review and public comment**

- Before August 31<sup>st</sup> of each year the District Safety Team will review and propose changes to the District-wide School Safety Plan.
- Pursuant to Commissioner’s Regulation 155.17 (e) (3), this plan will be available for public comment 30 days prior to its adoption and then formally adopted by the ICS Board of Trustees.
- The District-wide School Safety Plan will be posted on the district’s website as requested by the New York State Education Department.

- Building/school level Safety Plans are supplied to the Port Authority (CC1 & CC1) Local Police Agency (CC3) within 30 days of adoption.
- By October 1<sup>st</sup>, all staff and students will be provided with written information about emergency procedures.

6. 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 Building/School Safety Plans.
- 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).

**Section 2: Risk Reduction and Intervention Strategies**

ICS 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.

1. Multi-Hazard Response

Emergency Situation	Response
Fire	<ul style="list-style-type: none"> <li>● Sound fire alarm</li> <li>● Teacher grabs the emergency folder in the room. Teachers escort the current class to an agreed meeting location (see diagram below) Students stay with teachers. Teachers check all students are out of the room and closes door</li> <li>● All safety responders take walkie-talkies</li> <li>● Pick up Emergency Bag</li> <li>● Receptionist and Principal ensures building is empty</li> <li>● Meet at designated spot</li> <li>● Principal confirms All Clear</li> <li>● Return to school</li> </ul>
Shelter In (Dangerous situation outside building)	<ul style="list-style-type: none"> <li>● Principal confirms announcement over intercom</li> <li>● Announcement made “This is a Shelter in”</li> <li>● The BRT will take positions</li> <li>● All activity continues as normal</li> <li>● The Principal contacts local police, etc.</li> <li>● Once clear, over intercom announcement (“This is an administrative announcement, the shelter-in has been lifted”)</li> </ul>
Intruder in Building (soft lock down)	<ul style="list-style-type: none"> <li>● Over intercom, Principal/designee announces, “This is a soft-lock down. Take appropriate actions”</li> <li>● Teachers will scan the hallway and pull staff or students into the classroom.</li> <li>● Teachers will lock classroom doors (and move students away from windows), remind everyone to be silent and close lights and blinds.</li> <li>● Head of School security....contact local police, etc.</li> <li>● BRT will scan building and assess situation</li> <li>● Once clear, over intercom announcement (“This is an</li> </ul>

	administrative announcement, the lock down has been lifted")
Medical Emergency	Nurse is informed The Principal is informed Police, Fire or Ambulance will be contacted by the Director of Security Front gate is notified by the Director of Security to allow emergency first responders through security
Threat of Violence/Intruder in the Building (hard lock down)	<ul style="list-style-type: none"> <li>Over intercom, Principal/designee announces, "This is a hard-lock down. Take appropriate actions"</li> <li>Teachers will scan the hallway and pull staff or students into the classroom.</li> <li>Teachers will lock classroom doors (and move students away from windows), remind everyone to be silent and close lights and blinds.</li> <li>The Head of School security contacts local police, etc.</li> </ul> <p>Once clear, over intercom announcement ("This is an administrative announcement, the lock down has been lifted")</p>
Explosive/ Bomb Threat / Gas Leak	<ul style="list-style-type: none"> <li>Announcement is made "All persons evacuate immediately"</li> <li>Teacher escort current class to agreed meeting location, closes door once all persons have evacuated</li> <li>Students stay with teachers</li> <li>All safety responders take walkie-talkies</li> <li>Pick up Emergency Bag</li> <li>Meet at designated spot</li> <li>First Responders confirm all clear</li> <li>Principal announces All Clear</li> </ul> <p>Return to school</p>
Hostage/ Kidnapping	<ul style="list-style-type: none"> <li>Over intercom, Principal announce All Rooms Locked Down</li> <li>Teachers lock classroom doors</li> <li>Principal/Head of School security....contact local police, etc.</li> </ul> <p>Once clear, over intercom announcement ("This is an administrative announcement, the lock down has been lifted")</p>
Civil Disturbance	<ul style="list-style-type: none"> <li>Over intercom, Principal announce All Rooms Locked Down</li> <li>Teachers lock classroom doors</li> <li>Principal/Head of School security....contact local police, etc.</li> </ul> <p>Once clear, over intercom announcement ("This is an administrative announcement, the lock down has been lifted")</p>

Ensure Multi-Hazard Response include: identification of decision maker, plans to safeguard students and staff, procedures to provide transportation as necessary.

## 2. Responses to Implied or Direct Threats of Acts of Violence

Source of Threat	Plan
Student	<ul style="list-style-type: none"> <li>Implement de-escalation procedures (remove student from situation, have Team Leader/Administration discuss incident and causes for incident with student)</li> <li>Determine level of threat (Critical, High, Medium, Low)</li> <li>Inform Principal</li> <li>As necessary, contact parent/guardian, police and/or hospital</li> <li>As necessary, inform staff, including counselors</li> <li>Monitor situation to ensure resolved</li> <li>If necessary, implement Emergency Response Plan</li> </ul>
Staff / Other Personnel	<ul style="list-style-type: none"> <li>Implement de-escalation procedures (remove staff from situation,</li> </ul>

	<p>have Administration discuss incident and causes for incident with staff)</p> <ul style="list-style-type: none"> <li>● Determine level of threat (Critical, High, Medium, Low)</li> <li>● Inform Principal</li> <li>● As necessary, refer to Staff Handbook for disciplinary action</li> <li>● If necessary, implement Emergency Response Plan</li> </ul>
Visitor	<ul style="list-style-type: none"> <li>● Isolate and Contain Visitor</li> <li>● Determine level of threat (Critical, High, Medium, Low)</li> <li>● Inform Principal</li> <li>● If necessary, implement Emergency Response Plan</li> </ul>

### 3. 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

Also, upon the occurrence of a violent incident, the director of Security and Facilities (Chief Emergency Officer) 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 Director of Security and Facilities will also have a soft copy of this document on file, and a hard copy in their office.

In the event of a disaster or violent act, as necessary the Senior Vice President will 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’s designee 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. The system will also have district wide access. .

### 3. 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 Administration 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	<ul style="list-style-type: none"> <li>● Monitor situation that may warrant school cancellation (Principal)</li> <li>● Make cancellation determination</li> <li>● Inform Families/Students</li> <li>● Inform Staff</li> <li>● Inform Board</li> <li>● As necessary, inform other parties (transportation, deliveries)</li> </ul>
Early Dismissal	<ul style="list-style-type: none"> <li>● Monitor situation that may warrant early dismissal (Principal)</li> <li>● Make early dismissal determination</li> <li>● Agree time to send early dismissal signal (intercom)</li> <li>● Contact Transportation providers and make required arrangements</li> <li>● Inform Families/Students</li> <li>● Inform Staff</li> <li>● Retain appropriate school personal on site until all students have been returned home/picked up</li> </ul>
Evacuation (before, during and after school hours)	<ul style="list-style-type: none"> <li>● Determine level of threat</li> <li>● Contact Transportation providers and provisionally make required arrangement</li> <li>● Clear all evacuation routes and sites</li> <li>● Evacuate staff and students to pre-arranged evacuation sites</li> <li>● Account for all students and staff populations. Report any missing persons to Principal/Staff Liaison</li> </ul>

	<ul style="list-style-type: none"> <li>● Make determination regarding early dismissal</li> <li>● If dismiss early, contact families/transportation providers for pick up</li> <li>● Ensure adult/continued school supervision/security</li> <li>● Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>
Movement to Sheltering Sites	<ul style="list-style-type: none"> <li>● Determine level of threat</li> <li>● Confirm sheltering location, depending on nature of incident</li> <li>● Evacuate staff and students to pre-arranged sheltering site</li> <li>● Account for all students and staff populations. Report any missing persons to Principal/Staff Liaison</li> <li>● Make determination regarding early dismissal</li> <li>● If dismiss early, contact families/transportation providers for pick up</li> <li>● Ensure adult/continued school supervision/security</li> <li>● Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>

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.

a. Arrangements for Obtaining Emergency Assistance from Local Government

As necessary, the Chief Emergency Officer 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(s) and director of operations in their offices.

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

b. 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.

c. 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)

d. Security of Crime Scene

The Director of Security and Facilities 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.

#### **4. Recovery**

Integration Charter schools recovery (post incident responses) will include, but is 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.

Counseling Team for Lavelle Preparatory Charter School

- ICS Counseling Department will be available post incident to work with students, families and staff.
- After the recovery stage of any incident, the Integration Charter Schools 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.