

Rochdale Early Advantage Charter School

*122-05 Smith Street
Jamaica, NY 11434*

www.reacschool.com



School Safety Emergency Plan

TABLE OF CONTENTS:

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES	4
SECTION II: RISK REDUCTION/PREVENTION & INTERVENTION	6
MEDICATION	9
PROOF OF IMMUNIZATIONS AND RECORDS	9
ALLERGIES	10
MANDATED CHILD ABUSE REPORTING	10
SECTION III: RESPONSE	11
SECTION IV: RECOVERY	18
ATTACHMENTS	18
VITAL EDUCATIONAL AGENCY INFORMATION	19
EMERGENCY SUPPLIES INVENTORY AND LOCATIONS	19
LOCAL RESOURCES TELEPHONE NUMBERS AND CONTACT INFO	20

A. Purpose:

Rochdale Early Advantage Charter School **Safety** Plan was developed pursuant to Commissioner's Regulation 155.17 to properly plan for and address appropriate responses to a variety of emergency situations.

B. Identification of School Teams:

Rochdale Early Advantage Charter School developed three emergency teams with their respective functions described below:

- **School Safety Team:** Responsible for helping to identify possible risks, assist with the planning process, and assist with the annual revision of the School Safety Plan.
- **Emergency Response Team:** Key personnel who are highly informed and well-versed in the procedures outlined in the School Safety Plan and will act as primary coordinators for carrying out the plan in an emergency.
- **Post-Incident Response Team:** A group of individuals who are particularly well prepared and skilled to assist in the recovery process subsequent to an emergency.

C. Concept of Operations

- The initial response to all emergencies at **Rochdale Early Advantage Charter School** will be by the Emergency Response Team or the Principal.
- Upon activation of the Emergency Response Team, the Principal or their designees will be notified, and, where appropriate, local emergency officials.
- Efforts may be supplanted by county and state resources through existing protocols.

D. Plan Creation, Review and Comment

This plan will be reviewed and updated annually by the School Safety Team. This annual review will be completed on or before July 1 of each year prior to approval by the Board of Trustees. The plan will be made available to school personnel, parents, students, and any other interested parties. Comments and suggestions will be welcomed and incorporated into the plan at least annually.

Local officials including police and fire responders will be consulted for advice and assistance in revising the Safety Plan on an annual basis.

Pursuant to Commissioners 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.

The plan is to be adopted by the Board of Trustees of the Rochdale Early Advantage Charter School.

This *building-level plan* shall be confidential and shall not be 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.

Full copies of this building-level plan will be provided to both local and state police within 30 days of adoption.

Section II: RISK REDUCTION/PREVENTION & INTERVENTION

A. School Teams and Important Contacts

School Safety Team:

- Staff and Board members appointed by the Board of Trustees
- Local School Safety Officer is **Officer Washington** with the **NYC** Police Department's 113th precinct.

BRT Team includes:

- Dr. Rice- CEO
- Ms. Leslie, Principal
- Ms. Hover- Assistant Principal
- Mrs. Muniz- Director of Operations
- Mr. Wallace – Fire Warden
- Mr. Boston – Fire Warden
- Security Guards
- School Nurses

Post-Incident Response Team includes:

- **CEO, Principal, Assistant Principals, Director of Operations, Coaches, Counselors**
- Appropriate local medical personnel
- Appropriate local mental health workers

B. Prevention and Intervention

School Security:

The school contracts security guards that have been thoroughly trained beyond the minimum requirements for security personnel and is registered as a licensed security guard.

The security guard is responsible for:

- Verifying the identity of all school visitors and having them sign a log book
- Monitoring the main lobby

- Limiting the release of students during non-dismissal hours to those with an exit pass and accompanied by an approved guardian as deemed by school records and policy.
- Intervening in verbal or physical altercations between visitors, staff and or students.
- Managing fire drill logs
- Ensuring the overall safety of students and staff.
- Staying in contact with Operations Manager via cellphone.

Security is on duty between **the hours of 7:00 am - 5:00 pm** on days that students are attending school. The guard is stationed at a security desk located at the school's main entrance, which is used as the primary entry for all staff and visitors.

Early Detection of Potentially Violent Behaviors:

Safe and Drug Free Schools Act

As a school we attempt to address these issues by:

- Having a comprehensive Safety Plan and Family Handbook that includes policies, security procedures, prevention activities, crisis response procedures, and a Code of Conduct for students;
- Implementing programs that utilize a "wrong and harmful" message about illegal drug use and violence;
- Involving families and local community resources to address issues of violence and drug prevention
- Utilizing law enforcement and emergency services activities both in and outside the school
- Counseling, mentoring, and referral services
- Providing programs/services for truancy, suspensions, expulsions
- Assisting with emergency intervention following traumatic events
- Using character education programs
- Participating in community service projects
- Creating programs that allow students to confide in adults
- Using conflict resolution and peer mediation
- Performing employee background checks, and
- Responding to the needs of youth victims of domestic violence or child abuse

At the start of each school year the Principal will disseminate to teachers, staff, and families informative materials regarding the early detection of and methods to deal with potentially violent behaviors, including, but not limited to the identification of family, community, and environmental factors that may increase the risk of violent behavior. These materials will include articles and classroom resources on violence prevention from various sources such as the

Center for the Study and Prevention of Violence, Keep Schools Safe, Students
Against Violence Everywhere (SAVE)

Response to Acts of Violence: Implied or Direct Threats

The school's policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school are as follows:

- Inform the Principal or Assistant Principal of implied or direct threat.
- Determine level of threat with the Principal or Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, include the possible use of the Emergency
- Involve the Emergency Response Team as appropriate to de-escalate and diffuse the situations.

Acts of Violence

The school's policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school; is a zero-tolerance policy In the event of acts of violence we will follow the procedure listed below:

- Determine level of threat with the Principal or Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform the Principal or CEO.
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Health & Safety in the School:

Illness and Injury

A child exhibiting any of the following symptoms is required to remain home from school:

- A fever of 100 degrees or higher
- Vomiting
- Loose bowel movements
- Difficulty breathing
- Open or draining sores

- Severe coughing, runny nose, or other cold symptoms
- Rash or hives
- Pink eye
- Lice, ringworm, or other contagious conditions
- Pain

Any child who misses school due to illness or injury must bring a note from a parent that explains the nature of the illness and specifically mentions the days the child was absent. A doctor's note is required for absences of longer than 3 days.

If a child becomes ill at school, exhibiting any of the above symptoms, REACS reserves the right to send the student home. Parents or caregivers will be notified by phone and asked to pick up the child. If a child is injured at school, appropriate first aid will be administered, an accident report will be filled out, and parents will be notified by phone.

In the event of serious illness or injury requiring emergency care, REACS will follow the instructions provided by parents on the "Emergency Medical Treatment" form. Parents or caregivers will be contacted by phone. If directed to do so, a staff member or member of emergency services will take the child to the hospital.

Medication

All medication to be administered at school, including both prescription and over-the-counter will be clearly labeled with the students' name and accompanied by written directions for administration from a physician consistent with the labeled directions. Written permission from a parent or guardian to administer the medication in school is also required. School personnel administer all medication. Medication may not be transported via school bus or kept in students' possession.

Proof of Immunizations and Records

As required by law, students must show proof of complete immunizations or valid exemption. Children who cannot provide proof of records will not be able to attend school. Documents that REACS will accept as proof of immunization include:

- Certificate of Immunization from a physician or health facility.
- A signed transcript of immunization records from child's previous school.
- A community health plan record
- The immunization portion of a passport.

Student health records will be maintained confidentially and separately from other school records.

Allergies

Parents are required to alert **Rochdale Early Advantage Charter School** to any allergies a student has, and provide medication, if necessary, prevent severe allergic reactions. This includes allergies to foods, plants, animals, foods, medicines, and other substances.

Mandated Child Abuse Reporting

Rochdale Early Advantage Charter School is required by law to report suspected cases of child abuse, based on the existence certain symptoms, characteristics, and circumstances. All reports are confidential and will be maintained in confidential and secured files apart from the student's records.

Potentially Hazardous Sites

none

C. Training, Drills and Exercises

Fire Drills: Fire Drills are conducted according to regulation, at least twelve times per school year, with eight prior to December, following the same evacuation routes as outlined below. A log of drills is kept by the school Security Guard and the Director of Operations.

Multi-Hazard Drills and Training: The school's training and professional development is available to all staff member to assist in the de-escalation of situations and to recognize warning signs of potentially violent behaviors. Further the school will incorporate:

- One 3-hour emergency response plan session to be held during Summer Institute
- Two "What-If" scenarios that will be incorporated annual into the staff development schedule
- One emergency lock-down drill annually

Local emergency responders and preparedness officials will be consulted and invited to participate in our emergency response training. Director of Operations will reach out to our local police precinct and fire company on an annual basis to review and receive advice on the school's emergency procedures and safety plan. In addition, print and web-based resources published by local emergency teams will be utilized by the school in the annual revision of the School Safety Plan.

CPR and Emergency response training will be provided annually. Members of the emergency response team will be required to attend as necessary to maintain their certifications, and all staff will be encouraged to attend free of charge.

Students will be instructed in basic emergency response to hazards such as fire weather, and electric emergencies. This training will be age appropriate and provided by the local authorities through their outreach programs. Teachers will also provide instruction in the classroom with various curriculum packages provided by the Red Cross, local fire and power authorities.

D. Communication With Students

If a matter such as bullying or student aggression arises as a school wide concern, the school administration will take appropriate action including bringing in outside facilitators as needed, addressing the issue at our bi-monthly school-wide community meeting, and creating opportunities for students concerned with bullying or violence to receive assistance or mentoring from a staff member or other student in the school.

We will recommend community centers or psychological services to help the family or child.

Section III: RESPONSE

A. Assignment of Responsibilities

In the event of an emergency or perceived emergency, the members of the Emergency Response team or the ED will determine the correct action to take and will divide responsibilities according to the nature of the emergency.

In the case of fire or other threats to the facility, students will be immediately evacuated according to Fire Exit procedures outlined below. Should reentry not be possible, students will follow the building evacuation procedures outlined below.

B. Continuity of Operations

In the event of an emergency, the PRINCIPAL or designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of a

local emergency response agency and may provide support to the aforementioned agency.

The school will establish a chain of command to ensure continuity of operations.

The school will maintain two emergency evacuation kits. The kit is a portable container that allows school officials to take critical information. It will include:

1. A copy of the emergency checklist with all critical functions listed in the order that they need to be carried out.
2. A copy of the school crisis response plan.
3. Sign-out sheets, used to ensure that all children released to parents and guardians are recorded properly. Sheets should also be developed to record all children and staff evacuated to medical facilities (always indicate how they are transported and the destination).
4. A copy of the facility floor plans.
5. Photographs of the building exterior and interior.
6. Contact information and emergency contact information for students.
7. An information sheet on all employees and parent volunteers in the school, with emergency medical information and names and phone numbers of relatives who should be notified in the event of an emergency.
8. Emergency phone numbers for all key personnel who may be needed in an emergency (School leaders, Board Members, custodians, etc.)
9. Copies of prepared statements to be released to the press during a crisis explaining emergency procedures.

The kit will be ready to take out of the building should a need to evacuate or manage a crisis arise.

The kit will be kept in the building administrator's office together with other emergency equipment, such as a flashlight, portable cellular phone and a bullhorn. The kit becomes the portable "command center" for the lead school administrator during the critical first few minutes of a critical situation. The administrator or a designated staff member should take the kit with them whenever the building is evacuated.

There will be a second duplicate kit that the designated back-up crisis response team member will also take with them during an emergency and all drills. This kit will be stored in the downstairs administrative offices.

C. Access to Floor Plans

Interior floor plans have been provided to local fire and police departments.

D. Notification and Activation

Some equipment on hand that can be used in the event of an emergency includes:

Telephone, cell phone, bullhorns, portable radios, and local media communications.

An incident or hazard's development will be reported to the Principal, her designee, or other member of the Emergency Response Team as soon as possible following its detection. In the event of an emergency the Principal, her designee, or other member of the Emergency Response team will notify all building occupants to take the appropriate protective action.

Portable radios are not to be used in the event of a bomb threat.

E. Hazard Guidelines

This section provides specific actions to be taken in the event of various hazards.

Fire: When a smoke or fire emergency occurs the fire alarm and flashing and chirping strobes will be activated. This is the signal to exit the building. Should a fire emergency arise the fire department will be automatically notified via our fire protection system.

Medical Emergencies: Asthma: Where possible, our qualified staff member will administer the students' prescribed medication. Should a child not carry appropriate medication, the child's parent, guardian, or emergency contact will be notified, OR should time be of the essence, an ambulance called to assist the child. In all cases, we will err on the side of caution and call emergency services to care for a child who needs assistance.

Cardiovascular Failure: As per state law, we are required to have on site and at all events an Automatic External Defibrillator (AED). We will have two designated and trained staff members capable of using this equipment should the need arise, with one in attendance at any school function where children are present.

The AED should only be used on children older than 8 years AND when the child or adult displays ALL of the signs of cardiac arrest. The AED will only be placed on the victim after the following symptoms are confirmed:

- Victim is unconscious
- Victim is not breathing

- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing, or movement

In any medical emergency, we will call emergency services as soon as practicable.

Threats of Violence: All threats of violence will be treated seriously, and treated on a case-by-case basis. Anyone privy to a threat of violence against the school or any staff member or student will immediately report the threat to the Principal. The most conservative judgment in deciding what further action needs to be taken. Some examples of actions include contacting parents of students making threats, and possible police intervention. In all cases where a threat may be serious the police will be called.

Natural/Weather Related: In situations where the school is made aware of an imminent or possible severe weather related or natural emergency an early dismissal will be called. Wherever possible, the school will remain open until all children are picked up. If the school appears to be unsafe, we will relocate to our evacuation center.

Parents and guardians will be contacted immediately and notified whether to pick their children up at the school or our evacuation site.

In all likelihood bus service will not be able to be rescheduled, and so bus service will be cancelled in those cases.

In sudden emergencies, such as severe sudden storms, students will remain in the building until parents and guardians are able to pick them up.

Civil Disturbance/Terrorist Activity: In cases of civil disturbance or terrorist activity in the NYC area, the ED or DCI will consult our local police for instructions. Where no police recommendations are available, children will be secured in the building until parents or guardians are able to pick them up.

School Bus Accident: In the case of a school bus accident, all families of students who normally ride the bus will be contacted immediately and updated on the situation. They will be informed of the nature of the accident, and whether there were any injuries. If so:, they will be directed to the proper hospital where students have been brought for treatment.

Gas Leak/Hazardous Material: In the event of a gas leak in the building, emergency services will be called, and all students will be evacuated to our evacuation site to await pickup. The building will be immediately ventilated and all electrical systems shut down prior to the arrival of emergency services.

Intruder: A hostile intruder is in the building it is dangerous for students and employees to roam the halls, therefore, the following procedure in response to this situation is:

1. Security Guard will attempt to escort the intruder out of the building.
2. A member of the School Safety Team will call #911 and report the situation
3. A member of the School Safety Team will announce an emergency lockdown by calling all classrooms and office spaces.
4. A member of the School Safety Team will secure the building.
5. Teachers will lock all classroom doors if possible and instruct everyone to remain as quiet as they can and crouch down in places that are out of the line of sight of doors and windows.

If any doubt exists as to the safety of the situation, police will be called immediately.

If an intruder is found in the building during non-business hours, the police will be called immediately. In most cases, an intruder will trigger the motion sensors throughout the building that immediately call the security company and the police.

Child Kidnapping or Missing Student: A student should be released from school only to parents or guardians. After it has been confirmed that a student is missing or has been kidnapped we will call #911 immediately.

Further we will use the following procedures:

- Call #911 and report the situation
- Notify the Principal, security and the front office
- Confirm student headcount.
 - Lock the classroom door to outside students and deny them admission unless they are a member of your class.
 - Do not permit students to leave unless an administrator requests otherwise.
 - Disregard all bells and alarms.
 - Keep students in class until everyone is accounted and an administrator give the approval to release students.

Explosive/Bomb Threat: All staff will receive a copy of the bomb threat checklist (Attachment) so that they are prepared to respond in the event of a threat. If the threat is made by phone, the person should try to get as much information as possible by using the form. In addition, the call should not be hung up. The person receiving the call should leave the phone or ask someone else to call 911.

If the threat is written, the Principal and 911 will be immediately contacted. At this point, the Emergency Response Team should be notified, in addition to the school custodian. All hand-held radios should be turned off as they may detonate a bomb.

The local authorities and/or the Principal will determine whether to evacuate the building according to our standard evacuation procedures.

Hostage Situation: In the event of a hostage situation the School Safety Team will:

1. Call #911 and inform them of the situation
2. Notify the Principal or designee.
 - Principal or Designee assumes command until the local or state police arrive on the scene.
 - Security Officer will work closely with the principal or designated person in charge.
 - School radios or other communication devices will be employed once it can be determined that the taker does **not** have one.
 - Gather and compile as much cogent information as possible about the hostage taker, the location, the student(s) involved, the teacher(s) involved.
 - Be prepared to update police when they arrive with information and turn over negotiations to them.

In the event of a hostage situation the procedure for all staff is to:

- Stay calm.
- Do not attempt to be a hero.
- Follow instructions of captor.
- Cooperate, do not argue with or antagonize the captor or other hostages.
- Inform captor of medical or other needs.
- Be prepared to wait.
- Don't try to resolve the situation by force.
- Be observant and remember everything you see and hear.
- When rescue takes place, lie on the floor and await instructions from the rescuers.

Notification of other schools/agencies: REACS is considered a one school district, and as such is not required to notify any other schools. Nevertheless, in the event of an emergency the Principal or Designee will contact the NYC Charter School office, The Board of Trustees., and local after-school programs that are used by our children in the event of a disruption to normal operations. Contact information for the above agencies is included as an attachment.

Notification of Families: In the event of an evacuation, violent incident, or other emergency the Principal will designate a responsible party to notify families of the situation and the proper action required from them. Emergency contact information is kept electronically in our student database, in addition to hard copies kept by each senior administrator and classroom teacher.

F. Cancellation, Early Dismissal, Evacuation, and Sheltering Procedures

Cancellation of School: The Principal will determine with local authorities as required whether a school cancellation is warranted, preferably prior to 5:15 am. Should school be cancelled, Operations team will notify the news and change the phone outgoing message. A sign will be placed when possible on the outside of the school notifying families of the situation.

Early Dismissal: The school will enact an early dismissal only in the event of an imminent threat and required evacuation. Families will be attempted to be contacted by an individual or individuals designated by the Principal, and any students remaining after the determined early dismissal time will be our evacuation site. The Principal will divide our student contact sheet listing all students' contact information among available staff members to call families.

Evacuation and School in Session Exit Procedures: Upon sounding of the fire alarm or flashing of the emergency strobe lights all students and staff will exit the building calmly and quickly. Our goal is to have the entire building cleared within three minutes of the alarm.

- No belongings are to be taken from the building in the case of an emergency.
- Students will exit the building silently.

Classes will exit the building through their designated door
Staff members will also be equipped with handheld stop signs with which to direct traffic at the crossing.

Exit Routes and Line-Up:

Should evacuation be longer than 30 minutes, all students and staff will walk to our local evacuation site where families will be notified. It will be the responsibility of the Emergency Response Team to bring the contact information for all students to the Evacuation Site.

Non-School Hours:

Everyone will be required to exit the building from the nearest exit. A final verbal and visual sweep will be made by the most senior staff on hand to ensure the facility is empty.

Section IV: RECOVERY

The school's Post-Incident Response Team has developed the following procedures for dealing with post-incident response:

Short-Term

- Mental Health Counseling Resources for students and staff
- Building Security
- Facility Restoration
- Post-Incident Response Reflection and Critique

Long-Term

- Mental Health Counseling Resources for students and staff
- Building Security
- Review and changes to procedures to prevent re-occurrence

VITAL EDUCATIONAL AGENCY INFORMATION

Phone numbers of key staff:

Sylvia Fairclough-Leslie.	Principal	718-978-0075
Kimylene Hover	Assistant Principal	718-978-0075
Tawanna Muniz	Director of Operations	718-978-0041

Emergency Supplies

- **Large First Aid Kit:** contains bandages, gauze, Band-Aids, anti-bacterial ointments, eye-wash, mouth to mouth resuscitation aid, burn ointment, ice packs
- **Mini First-Aid Kit:** Contains bandages, Band-Aids, anti-bacterial ointment, ice packs
- **Automatic External Defibrillator:** AED for use on children over the age of 8 and adults. Children Under 5
- **Bullhorn**
- **Two-Way Radios**

Local Resources Telephone Numbers and Contact Info

Emergency Services.....	911
Local Police Precinct.....	718-876-5880

First Responder Procedures

Certified first responders are:

1. Security Guard(s)
2. Neville Wallace
3. Rolyce Boston
4. Nurse(s)

EMERGENCY PROCEDURES

- Upon arrival, assess scene for safety; use universal precautions
- Assess patient for unresponsiveness
- If unresponsive, activate EMS and in-house emergency plan
- **Call 911** - Procedure to call 911 at REACS is to dial: 9 + 911

When calling 911, you must state: "We have a defibrillator." If 911 the caller is not the Automated External Defibrillator (AED) responder stays on the phone until the 911 dispatcher hangs up.

Announce Code Blue

1. First Responder will announce "Code Blue"
2. Code Blue is announced (3 times) and location
3. Upon hearing announcement, any staff member retrieves the AED and responds to location,
4. Once trained responders have arrived at the scene, they shall perform the following:
 - Assess for responsiveness
 - Open airway, assess for breathing. Administer breaths, if needed
 - Administer chest compressions
 - Perform CPR (30 compressions followed by 2 breaths until AED arrives)
 - Apply the AED as soon as it is available.
 - For victims equal to or less than 55lbs or under 8 years of age, perform 2 minutes of CPR before applying AED. If needed and available, use pediatric defibrillation pads.
 - Turn AED ON
 - Following AED instructions, apply defibrillation pads in the proper locations.
 - Do not place the AED pads over the nipple, medication patches, or implanted devices.
 - When advised, deliver a shock to the patient after first clearing the patient area.
 - Begin CPR for 2 minutes.
 - Continue to monitor patient's breathing and perform 1 shock followed by 2 minutes of CPR until otherwise prompted by the AED or EMS personnel.
 - Leave AED ON and attached to the patient until EMS instructs you otherwise.

TRANSFER OF CARE TO EMS

- Follow instructions of EMS
- Document and communicate important information such as victim's name, age and history to EMS.
- AED screen will display elapsed time and number of shocks delivered.
- Assist as requested by EMS.

POST USE PROCEDURES

ONGOING MAINTENANCE

Emergency Skills, Inc.'s staff will perform semi-annual drills and inspections of your defibrillators. The AED site contact must perform monthly maintenance of AED to

include the following:

- Verify status indicator is flashing an alternating hourglass and black figure.
- Ensure all supplies, accessories and spares are present and are in operating condition.
- Inspect the exterior and pads for signs of damage.
- Ensure accuracy of trained responder list and certification expiration dates.

Allergies

1. Families of students with severe allergies should notified REACS via a note from the student's doctor.
2. The allergy will be documented
3. A plan will be developed for that student
4. If applicable, food service personnel will be notified of the allergy
5. An Medical Administration Form will be on file if necessary

Lockdowns

- **Soft Lockdowns**- implies that there is no identified imminent danger. The safety team will mobilize to the designated command post for further direction. The school has drills for soft lockdown during the year. All staff and students are aware of the procedures for soft lockdowns.
- **Hard Lockdown**-implies that imminent danger is known and NO ONE will engage in any building sweep activity. All action and will await the arrival of first responders. The school has drills for soft lockdown during the year. All staff and students are aware of the procedures for soft lockdowns.