



“Where Children And Success Are Synonymous.”

2017 -2018 PROJECT SAVE PLAN

(Safe Schools Against Violence in Education)

District-Wide AND Building-Level School Safety
Plan

Effective September 01, 2017

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INTRODUCTION

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in schools.

Charter schools are considered districts in and of themselves. Therefore, even as just one school with just one building, we are required to have both District and Building Level Project SAVE School Safety Plans. This document is the Final version of Cultural Arts Academy Charter School's combined District-wide and Building-Level Project SAVE School Safety Plans.

Cultural Arts Academy Charter School supports the SAVE Legislation, and has engaged in a robust planning process. This planning process will include meetings with parents, (schools with whom we share our building), local police, security, School faculty and staff, and students to request participation in creating the plan, and feedback in reviewing the final plan. All constituencies will have full access for input.

The Building Response Team developed THE Cultural Arts Academy Charter School Safety Plan. Once CAACS was opened in the fall of 2010, the Interim Building Response Team which was augmented by student, family, staff, local police and school safety personnel became the final Cultural Arts Academy Charter Building Response Team. Our goal in creating and implementing our School SAVE Safety Plan is:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

Plans were produced for the following (multi-hazard) situations: Fire, Intruder Alert, Bomb scare, Medical Emergency, Gas Leak, Civil Disturbance (*include full list*) and will include plans for Rapid Dismissal.

Key School Data:

- Cultural Arts Academy Charter School has been in existence for eight years and currently has 295 students. We currently have Kindergarten, 1st grade, 2nd grade, 3rd grade, 4th grade and 5th grade with 52 staff members.
- Address: 1400 Linden Boulevard, Brooklyn, New York 11212
- Phone number: (718) 683-3300
- School Leader: Dr. Laurie B. Midgette
- Student Transportation – Via yellow bus and parent pick-up and drop-off

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

Cultural Arts Academy Charter School Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Trustees of Cultural Arts Academy Charter School (the 'Board'), an Interim Cultural Arts Academy Charter Building Response Team was created and charged with the development and maintenance of an Interim Cultural Arts Academy Charter School Safety Plan ('Interim Plan'). This Initial Plan was updated and became the final Cultural Arts Academy Charter School Safety (SAVE) Plan.

The current Building Response Team, following the Emergency Preparedness/Building Response guidelines distributed by NYSED, developed the current Safety Plan. The team will review emergency response plans with the Building Response Team and all CAACS staff as appropriate.

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 out planning. We will conduct tabletop and actual drills of included plans and lockdowns to facilitate organized and effective use of these plans in the case of an actual emergency.

B. Building Response Team

Cultural Arts Academy Charter School's Building Response Team comprises of, but is not limited to: Representatives from the Board of Trustees, Administration, Parents, Students, Faculty, School safety personnel, and other school personnel.

Building Response Team

Chief Education Officer – Dr. Laurie B. Midgette

Director of Operations – Monique Burrowes

Dean of Students-Derrick Redmond

School Safety Manager- Sergeant Tiffany Hardy

Safety Officer- Jasmin Ayala

Safety officer- Kaseam Jenkins

Facility Manager- Craig Mossop

NYC Health Department- Nurse Wilson

Parent Representative - Williene Battle

Director of Accountability and Compliance – Gray N. Stewart

The Building Response Team comprises of CAACS staff and our community partner (CCC) Christian Cultural Center.

C. Concept of Operations

Response to all emergencies at Cultural Arts Academy Charter School will be by the Core Building Response Team. Upon activation of the Core Building Response Team, our Community Partners and local emergency officials and the Board of Trustees will be notified as appropriate. County and state resources through existing protocols as required may supplement efforts. The Core Building Response 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 Evacuation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of CAACS Safety Planning process. Every member of the Building Response Team 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 Manager, and kept in the Security Office).

E. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e) (3), a summary of this Plan was made available for public comment at least 30 days prior to its adoption. We have included representatives of all key School constituents and interested parties in the development and review of this plan, including a review at our first Parent Meeting (open to the public) in the fall of 2015. The CAACS Board of Trustee formally adopted the Final Plan on August 23 2016. To ensure student safety, the plan has been placed 'in effect'.

Our Safety Plan will remain 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.

This Plan will be reviewed periodically during the year and will be maintained by the Core Building Response Team. For the 2016– 2017 school year, a Safety Plan was created in July and reviewed by the Cultural Arts Academy Charter Building Response Team prior to school opening. It will be in effect until CAACS year ends, where it will be reviewed and updated as needed. The Plan will be reviewed and approved by the Cultural Arts Academy Charter School Board of Trustees. The required annual review will be completed on or before August 1 of each year after, its adoption by the Cultural Arts Academy Charter School Board of Trustees.

SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES

A. Prevention/Intervention Strategies

2017- 2018 CAACS EMERGENCY PREPAREDNESS/BUILDING RESPONSE PLAN
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN (PUBLIC)

Cultural Arts Academy Charter School 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/Lockdowns/Exercises/ Student Training, School Security Policies and Protocol information as per the below:

Prevention Programs

- The Respect for All Program (e.g. anti-bullying programs, violence prevention meetings, conflict resolution sessions, peer mediation, mentoring programs such as *The Leader In Me* Character Education and *Project Wisdom*, extended day programs/clubs such as the Afterschool Program and other school safety programs, forums for students concerned about bullying/violence such as Guidance Intervention Initiatives, establishing anonymous reporting mechanisms for school violence/ bullying ,etc.)
- Cultural Arts Academy Charter School will also create a positive, safe learning environment for students by implementing a community service program such as the Your Turn To Lead Program, and by creating school schedules that minimize potential for conflicts or altercations.

Building Personnel Training

- At least one Building Response Team member will attend school safety training offered by the NYC DOE and share learning with the entire Building Response Team.
- Two members of the Cultural Arts Academy Charter Building Response Team will take CPR and AED training (We currently have 10 staff members certified).
- Cultural Arts Academy Charter School staff members will take Violence Intervention training.

Drills /Lockdowns, Exercises/ Student Training

- The Building Response 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.
- CAACS will review all emergency response plans with students within the first 2 weeks of school (during Dean Thursday), to ensure all students understand expectations for their action/behavior and that of the entire school community.
- CAACS will conduct mandated actual safety drills that test components of CAACS Safety Plan. These drills/Lockdowns will be conducted in coordination with local emergency response and preparedness officials, as follows: CAACS will schedule the dates and times of drills/Lockdowns with local officials; Just before a drill, CAACS will contact local officials to announce the drill is about to start.
- **Total number of fire extinguisher: 18**

Implementation of School Security Policies and Protocols

2017- 2018 CAACS EMERGENCY PREPAREDNESS/BUILDING RESPONSE PLAN
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN (PUBLIC)

School Safety/Security roles at Cultural Arts Academy Charter School are expected to be as follows:

- School Security: 3 dedicated staff, located as follows:
 - At the start and end of CAACS day there will be 1 security guard at the front desk and 1 floating throughout the building and 1 on the lower level.
 - During CAACS day.... 1 located at the front entrance, 1 located on the lower level and the Safety Manager will be floating throughout the building, while the Deans Patrol both the upper and lower level of the building throughout the day.

Hall monitors: Faculty and Administration will monitor hallways along with Security, before and after school, as well as during class change times as follows:

- Since the 5th graders will transition around the building independently, **ALL** Deans will be mandated to be in the hallways during the end of and the beginning of each class period.

Other School safety protocols include:

- Only the front door of CAACS will be open at the start of day. *(etc. re door locking protocols)*
- *Once arrival is over, the Linden Blvd gate will be locked. The Chester Street gate will remain open for accessing CAACS building.*
- All school visitors will be required to show identification upon entering CAACS building, sign in and wear a school nametag while in CAACS. As appropriate, visitors will be escorted to classrooms.
- CAACS has 25 security cameras located throughout our campus and surrounding facility.
- CAACS has an Attendance Tracking System
- CAACS will not have metal detectors...
- There will be a security audit conducted within the first 2 months of CAACS year.
- The Principal, Safety Officers and all Deans will have walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication. (25 additional Staff members carry radios)
- All Scholars must be escorted by an adult, outside of the building during daytime classes.

(See detailed plans for each type of emergency response in Section IV: Response)

B. Early Detection of Potentially Violent Behaviors

Expert guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff in September 2016 as part of CAACS Safety Plan review. These guidelines will be given to Parents in late September at start of school parent conferences. An age appropriate version of the guidelines will be discussed with students within the first month of school as part of the anti-bullying section of our CAACS Advisory Program. Parents will also be provided with information from the *Respect for All* programs and CAACS Code of Cooperation.

C. Hazard Identification

During a walk-through and in consultation with local police and School Safety staff, as part of developing CAACS Safety Plan, the Building Response Team identified the following potential emergency sites and situations:

| Potential Emergency Site | Related Potential Emergency Situation |
|---|---------------------------------------|
| School Building – particularly in stairwells, dojo, cafetorium, | Student confrontation |
| Playground | Student confrontation |
| Buses | Student confrontation |
| Off-site Field Trips | Student confrontation |

SECTION III: RESPONSE

A. Assignment of Responsibilities

The chain of command at Cultural Arts Academy Charter School in the case of emergencies is as follows:

1. Principal or her Designee
2. Director of Operations
3. Director of Business, Accountability & Compliance
4. Director of Content & Curriculum
5. School Safety Manager

B. 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:

- School Phone system (School Messenger)
- Cell Phones of Building Response Team and staff
- Walkie-Talkies (supplied to Building Response Team members)
- Bull Horn
- Whistles
- Email
- Text messaging
- Local media

Standard notification protocol will be for:

- Notification of an incident or hazard development should be brought to the Principal's attention, as soon as possible following its detection
- In the event of an emergency, the Principal in conjunction with CAACS Director of Operations (Head of Building Response Team) will notify all building occupants to take appropriate protective action

Also - upon the occurrence of a violent incident, the Principal or her Designee will contact the appropriate local law enforcement officials.

2017- 2018 CAACS EMERGENCY PREPAREDNESS/BUILDING RESPONSE PLAN
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN (PUBLIC)

As necessary, CAACS will notify parents of a violent incident or early dismissal through use of the One Call System and/or email/ and/or an Advisory (10th period) phone chain (faculty member calls all parents within their Advisory or 10th period). Parent contact information will be maintained on Student Emergency Contact forms, and with a school-wide email group. The One Call System will also be maintained with current family/parent/guardian contact information.

Note – Families will be instructed in the Family/Student Handbook as to where to find updated information and contact numbers for CAACS in the event of any emergency situation.

Note that an updated School Staff contact list (with cell phone numbers) will be maintained by the Director of Business, Accountability and Compliance and placed within CAACS “Emergency/Safety” Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of CAACS (number of students, number of staff, organization chart for CAACS). Next to that binder will be a ‘Student Emergency Contact Binder’ with Emergency Contact sheets for each student.

C. Situational responses

Multi-Hazard Response: will include identification of decisions made, plans to safeguard students and staff and procedures to provide transportation as necessary.

Responses to Implied or Direct Threats or Acts of Violence

All of the plans are in keeping with CAACS’s Zero Tolerance Policy for School Violence. CAACS will also provide violence de-escalation and early warning sign identification training to all staff within the first month of school.

Response to Acts of Violence

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

- Injured parties will be taken care of
- Offending individual will be contained
- Director of Operations, in consultation with the Principal, 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"> • Monitor situation that may warrant school cancellation (Principal) • Make cancellation determination • Inform families/students • Inform Staff • Inform Board of Trustees • As necessary, inform other parties (e.g. shared school) |
| Early Dismissal | <ul style="list-style-type: none"> • 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 personnel on site until all students have been returned home/picked up |
| Evacuation (before, during and after school hours) | <ul style="list-style-type: none"> • Determine level of threat • Contact transportation providers and provisionally make required arrangements • Clear all evacuation routes and sites • Evacuate staff and students to pre-arranged evacuation site • Account for all students and staff populations. Report any missing persons to Principal or Designee • Make determination regarding early dismissal • If dismissed early, contact families/transportation providers for pick up • Ensure adult/continued school supervision/security • Retain appropriate school personnel on site until all students have been returned home/picked up |
| Movement to Sheltering Sites | <ul style="list-style-type: none"> • Determine level of threat • Confirm sheltering location, depending on nature of incident • Evacuate staff and students to pre-arranged sheltering site • Account for all students and staff populations. Report any missing persons to Principal • Make determination regarding early dismissal • If dismiss early, contact families/transportation providers for pick up • Ensure adult/continued school supervision/security • Retain appropriate school personnel on site until all students have been returned home/picked up |

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

For all Situations:

- Parents - **The Principal or Designee will determine if and when parents need to be informed, and will do the informing.** This will be done in consultation with the School Leadership and School Safety Teams.
- Media –**The Principal in consultation with the Board of Trustees President, will determine if and when the media needs to be informed, and will do the informing.**
- CAACS Safety Plan will convene within 48 hours 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, parents and students (as appropriate) and also asks for feedback from other school constituencies (staff, security staff, etc.). The results of this Debrief will inform future plan updates.

School (District) Resources Available for Use in an Emergency

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

- Cell Phone
- Tool Box
- First Aid Kit
- Flashlight
- Moving Carts
- Emergency Go Bags

SECTION IV: RECOVERY

Note that Cultural Arts Academy Charter Building Response Team has coordinated with statewide plans for disaster mental health services to ensure that CAACS has access to federal, state and local mental health resources in the event of a violent incident. After the recovery stage of any incident, the Cultural Arts Academy Charter Building Response Team will conduct an internal Post Mortem 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 District-wide School Safety (SAVE) Plan

| | |
|------------------------|--|
| School #1 Name | Cultural Arts Academy Charter School at Spring Creek |
| Address | 1400 Linden Boulevard, Brooklyn, New York 11212 |
| Contact Name | Dr. Laurie B. Midgette |
| Contact Title | Principal/Head of School |
| Contact Phone # | (718) 683-3301 or 3302 |
| Contact Email | lmidgette@caa-ny.org |
| Website | culturalartsacademy.org |

Appendix 2: School organization chart, including indication of Building Response Team members and the Building Response Team Chain of Command (p. 4).