



“Where Children And Success Are Synonymous.”

2018 -2019 PROJECT SAVE PLAN

(Safe Schools Against Violence in Education)

District-Wide AND Building-Level School Safety Plan

Effective September 01, 2018

**2018- 2019 CAACS EMERGENCY PREPAREDNESS/BUILDING RESPONSE PLAN
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

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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 five years and currently has 280 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

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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 3rd-5th Grade

Dean of Students – Quashuan Darden K-2nd Grade

Director of Curriculum- Joy Thompson

School Safety Manager- Sergeant Tiffany Hardy

Safety Officer- Jasmine Ayala

Safety officer- Sheldon Shortt

Guidance Support Services Director- Rachel Charles-Pierre

Guidance Counselor- Mitzy Robert

Social Worker- Carol Eason

NYC Health Department- Nurse Wilson

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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).

Full Building Response Team (Fall 2015)

Title	Name	Role
Head of School/Principal	Dr. Laurie B. Midgette	Building Response Team Head
Director of Operations	Monique Burrowes	Building Response Team Member
School Safety Manager	Sergeant Tiffany Hardy	Building Response Team Member
Guidance Counselor	Rachel Charles-Pierre Mitzy Roberts Carol Eason	Building Response Team Member
Dean of Students	Derrick Redmond Quashaun Darden	Building Response Team Member Building Response Team Member
Licensed Security Officer	Derrick Redmond Jasmine Ayala Sheldon Shortt	Building Response Team Member Building Response Team Member
Local Law Enforcement Official(s)	73 rd Precinct Officer Daniel-Spiers Officer Jemmott	Community Partners
Local Ambulance/ Emergency Response Agency Representative	Engine 257 Lt. Wetzle	Community Partners
Parent Representative	Mrs. Williene Battle	Family Specialist
Fire Guards	Tiffany Hardy, Derrick Redmond, & Christopher Bruce-Tagoe (CCC)	Fire Drills
Director of Technology	Raquel Scott	Building Response Team Member
Certificate of fitness S-95/ F-07	Sgt. Tiffany Hardy	Head of Security Building Response Team

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

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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 2018. The CAACS Board of Trustee formally adopted the Final Plan on August 23 2018. 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. Full copies of the Building-Level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.

This Plan will be reviewed periodically during the year and will be maintained by the Core Building Response Team. For the 2018– 2019 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.

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SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES

A. Prevention/Intervention Strategies

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 Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency contact 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

- In preparation for planning and executing drills or Lockdowns, the Building Response Team will review information/guidance on the NYSED and New York State Center for School Safety websites as well as Safety Plans from other schools.
- When hiring school safety/security personnel, CAACS 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.
- Cultural Arts Academy Charter School will review the detail of its Safety Plans with all faculty and staff prior to school opening which will take place during our summer professional development (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 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 12 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.

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- 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.
- The tentative schedule for School Safety Drills are:

Date	Drill Type
Friday Oct 3 rd , 2018	Fire Drill
Friday Oct 12 th , 2018	Fire Drill
	Fire Drill
Friday Oct 22 nd , 2018	
Friday Nov 2 nd , 2018	Fire Drill

Total number of fire extinguisher: 20

Implementation of School Security Policies and Protocols

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 located downstairs
 - During CAACS day... 1 located at the front entrance and the Safety Manager will be floating throughout the building, 1 security guard stationed on lower, 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

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 remain open for access to CAACS building. The Chester Street gate will remain open for access to 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 28 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.

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- 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)

Coordination with Emergency Officials

- The Principal in conjunction with CAACS Safety Manager (Building Response Team Lead) will contact local emergency officials to review Emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills/Lockdowns.

Maintenance of Vital Education Agency Information

An updated School Staff contact list (with cell phone numbers) will be maintained by the Business Manager 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.

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. School Safety Manager
4. Director of Accountability & Compliance

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5. Director of Content & Curriculum

B. Continuation of Operations

- In the event of an emergency, the Principal or her designee will serve as Incident Commander. The CAACS Incident Commander may be replaced by a member of the local emergency response team
- A relinquishing command, the Principal 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.
- CAACS 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:

- 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. A list of local law enforcement officials and contact information will be maintained in CAACS "Emergency/Safety" Binder in the Security Office. The Principal 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 Principal will also notify the Board of Trustees via phone, 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, 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 Business Manager and placed within CAACS "Emergency/Safety" Binder. This binder will also contain: a list of all local

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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.

D. Situational responses

Multi-Hazard Response

Emergency Situation	Response
Fire	<ul style="list-style-type: none"> • Sound fire alarm • Teacher escort current class to agreed meeting location. Students stay with teachers. • Principal and Director of Operations take walkie-talkies (along with 24 other staff members). • Principal – Pick up Emergency Bag (with Student Emergency Contact Binder, School Safety Plan binder, Staff sign sheet, Sign to hold up to indicate their location) • ‘Sweep’ staff ensures building is empty on both the upper and lower levels of the building. • Meet at designated locations (Bristol & Chester Streets) • Director of Operations confirms “All Clear” • Return to school
Intruder in Building	<ul style="list-style-type: none"> • Phase A – lock doors only • Phase B – lock doors and move students away from door/ window • Teachers lock classroom doors (and move students away from window as required) • Principal/Designee/School security...contact local police • Once clear, over intercom announce (“condition normal”) • After dismissal of the final program in operation within the building and upon departure of administrative personnel, the Security Team should conduct a total sweep to ensure that conditions are safe and secure and all students have evacuated the building
Medical Emergency	<ul style="list-style-type: none"> • Notification to Principal/Director of Operations/School Safety Manager, Fire Department and NYPD. • Identify location, number and extent of injured (if any). If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary. All AED/CPR trained individuals (Currently 8) will be the first responders. kf • PA system or Fire Drill Bell Notification to staff alerting them of situation. • Evacuation of students and staff as needed to the Evacuation location with attendance information. • If the building cannot be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardian to the Evacuation Location for pickup.
Threat of Violence	<ul style="list-style-type: none"> • Determine level of threat (Critical, High, Medium, Low) • Inform Principal and Director of Operations • Implement de-escalation procedures • Notify NYPD and/or Fire Department

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	<ul style="list-style-type: none"> • As necessary, contact parent/guardian, police and/or hospital • As necessary, inform staff • Monitor situation to ensure resolved
Explosive/ Bomb Threat	<ul style="list-style-type: none"> • If a suspicious package is observed, DO NOT TOUCH! • Notification to Principal/Director of Operations, NYPD SSO • PA system or Fire Drill Bell Notification to staff alerting them of the situation. • Decision to evacuate to be made by Principal in consultation with NYSD SSD. • Notify the Emergency Information Center (EIC) 718-935-3210. • No transmission to 911 via radio (walkie-talkie) or Cell/Mobile Telephone. All notifications must be made by regular land lines. • Identify location, number and extent of injured. If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary. • If the building can be re-entered, evacuated students and staff are to be sent to the Evacuation Location with attendance information as prescribed in CAACS Safety Plan. • Building Response Team as per CAACSs Safety Plan should be appointed to each floor to assist in the evacuation. • S.S.O.'s will secure the area affected. • No one is to re-enter the building/affected area without authorization from the appropriate agency. • If the building cannot be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardian to the Evacuation Location for pickup.
Hostage/Kidnapping	<ul style="list-style-type: none"> • Notification to Principal/Director of Operations, NYPD SSO • Check Emergency Contact card to ensure that only legal guardian is taking the student out of the building. • Make parent/guardian contact to ensure that the student is not with relatives or friends. • Follow the "Intruder Procedure" if it is believed that the perpetrator is still in the building. • Decision to evacuate to be made by Principal in consultation with NYPD SSD. • Notify the Emergency Information Center (EIC) 718-935-3210 • Building Response Team should be appointed to each floor to assist in the evacuation. • Identify means of communicating with perpetrator(s) e.g. Telephone or PA system. • If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location. • School Safety Manager/Principal will notify respective Supervisors and arriving agencies with pertinent and vital information. • If the building cannot be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardian to the Evacuation Location for pickup.
Civil Disturbance	<i>(Same as Intruder in Building)</i>

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School Bus Accident	<ul style="list-style-type: none"> • Notification to Principal/Director of Operations, School Safety Manager, Fire Department, Emergency response unit, and NYPD. • Wait for emergency response unit(s) to arrive and aid the situation. • Identify location, number and extent of injured (if any). If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary. • After assessment is made by police and emergency response unit(s), begin contacting parents of students that are involved in the accident. • Notify bus company command station (JOFAZ Transportation) • Monitor situation to ensure resolved
Gas Leak	<i>(Same as Hazardous Material)</i>
Hazardous Material	<ul style="list-style-type: none"> • Notification to Principal/Director of Operations, Facility Manager, School Safety Manager, Fire Department and NYPD. • PA system or Fire Drill Bell Notification to staff alerting them of situation. • Evacuation of students and staff as needed to the Evacuation location with attendance information. • Notify the Emergency Information Center (EIC) 718-935-3210 • Building Response Team should be appointed to each floor to assist in the evacuation with the exception of the contaminated area. • S.S.O.'s will secure the area affected. • Identity location, number and extent of injured (if any). If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary. • No one is to re-enter the building/affected are without authorization from the appropriate agency. • If the building cannot be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardian to the Evacuation Location for pickup.
Biological Threat	<i>(Same as Hazardous Threat)</i>
Radiological Threat	<i>(Same as Biological Threat)</i>
Epidemic	<ul style="list-style-type: none"> • Notification to Principal/Director of Operations or Designee. • Point person will notify Center for Disease Control (CDC). • PA system or Fire Drill Bell Notification to staff alerting them of situation. • Evacuation of students and staff as needed to the Evacuation location with attendance information. • Notify Fire Department, NYPD and other local Emergency response units. • No one is to re-enter the building/affected area without authorization from the appropriate agency. • If the building cannot be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardian to the Evacuation Location for pickup. • Wait for clearance from CDC and local emergency response units to proceed.

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

Responses to Implied or Direct Threats or Acts of Violence

All of the below plans are in keeping with CAACS’s Zero Tolerance Policy for School Violence

Source of Threat	Plan
Student	<ul style="list-style-type: none"> • Implement de-escalation procedures (remove student from situation, have Dean of Students discuss incident and causes for incident with student) • Determine level of threat (Critical, High, Medium, Low) • Inform Principal/Guidance Support Staff • As necessary, contact parent/guardian, police and/or hospital • As necessary, inform staff • Monitor situation to ensure resolved • If necessary, implement Emergency Response Plan
Staff	<ul style="list-style-type: none"> • Determine level of threat (Critical, High, Medium, Low) • Inform Principal and Director of Operations/Business Manager • Implement de-escalation procedures • As necessary, contact parent/guardian, police and/or hospital • As necessary, inform staff • Monitor situation to ensure resolved <p>If necessary, implement Emergency Response Plan</p>
Visitor/Limited Access Individuals	<ul style="list-style-type: none"> • Determine level of threat (Critical, High, Medium, Low) • Inform Principal and Director of Operations • Implement de-escalation procedures • As necessary, contact police and/or hospital • As necessary, inform staff • Monitor situation to ensure resolved <p>If necessary, implement Emergency Response Plan</p>
Other school personnel	<ul style="list-style-type: none"> • Determine level of threat (Critical, High, Medium, Low) • Inform Principal, Director of Operations/School Safety Manager • Implement de-escalation procedures • As necessary, contact police and/or hospital • As necessary, inform staff • Monitor situation to ensure resolved

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

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- 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

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	<p>up</p> <ul style="list-style-type: none"> • Ensure adult/continued school supervision/security • Retain appropriate school personnel on site until all students have been returned home/picked up
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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 Administration 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. This will be done in consultation with the Board.
- 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.

Arrangements for Obtaining Emergency Assistance from Local Government

As necessary, the Principal will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in CAACS Emergency/ Safety Plan Binder. The Principal and Director of Operations will maintain a soft and hard copy of this contact information 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 Principal will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. Contact names and numbers for all relevant local government officials and agencies, and the Red Cross will be maintained in CAACS Emergency/ Safety Plan Binder. The Head of School and Director of Operations will maintain a soft and hard copy of this contact information in their offices. A record will be maintained of all Local Government Officials and Agencies requests and responses.

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

**2018- 2019 CAACS EMERGENCY PREPAREDNESS/BUILDING RESPONSE PLAN
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

- Emergency Go Bags

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

(See Multi-Hazard Plans above)

E. Security of Crime Scene

The Principal/School Safety Manager (Head of Building Response Team) or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.

No item 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

Cultural Arts Academy Charter School Recovery (Post Incident Responses) will include, but not be limited to:

Short term:

- Mental health counseling for staff (Principal & Business Manager) and students(Principal & Guidance Support Staff)
- Building security
- Facility Restoration
- Post Incident Critique
 - 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.
- Other....

Long Term

- Mental health counseling for staff (Principal & Business Manager) and students (Principal & Guidance Support Staff)
- Building security
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

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
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**2018- 2019 CAACS EMERGENCY PREPAREDNESS/BUILDING RESPONSE PLAN
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

Address	1400 Linden Boulevard, Brooklyn, New York 11212
Contact Name	Dr. Laurie B. Midgette
Contact Title	Principal/Head of School
Contact Phone #	(718) 683-3300, extension 3302
Contact Email	lmidgette@caa-ny.org
Website	culturalartsacademy.org

Appendix 2: School Map

Appendix 3: Building Floor Plan/Schematic, including evacuation routes, shelter locations, utility shut offs and emergency response area layouts.

Appendix 4: School organization chart, including indication of Building Response Team members and the Building Response Team Chain of Command

Appendix 5: School Staff Contact List

Appendix 6: Local emergency resources contact list

Appendix 7: Emergency Supplies Inventory

Appendix 8: School Vehicle Inventory