

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



2019 -2020

PROJECT SAVE PLAN

(Safe Schools Against Violence in Education)

District-Wide AND Building-Level School Safety Plan

(Effective September 01, 2019)

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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, 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 that 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 TEN (10) years and currently has 280 students. We currently have Kindergarten, 1st grade, 2nd grade, 3rd grade, 4th grade and 5th grade with 47 staff members.
- Address: 1400 Linden Boulevard, Brooklyn, New York 11212
- Phone number: (718) 683-3300
- School Leader: Dr. Laurie B. Midgette, Founding Principal
- Student Transportation – Via yellow bus, private van service 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, parents and students 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.

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Building Response Team

Chief Education Officer – Dr. Laurie B. Midgette

Director of Operations – Monique Burrowes

Facility Manager – Kenya Carson

Director of Student Support – Rachel Charles-Pierre

Dean of Students – Tiffany Hardy

Mathematics Instruction Specialist – Anthony McLaurin

School Safety Manager – Derrick Redmond

Director of Data & Technology – Raquel Scott

Safety Officer – Sheldon Shortt

Director of Business, Accountability, Compliance and Facilities – Gray N. Stewart

Director of Curriculum & Instruction – Joy Thompson

NYC Health Department - Melisha Wilson, School Nurse

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The Building Response Team is comprised of CAACS staff and our external community partner (CCC).

Full Building Response Team (Fall 2019)

Title	Name	Role
Head of School/Principal	Dr. Laurie B. Midgette	Building Response Team
Director of Operations	Monique Burrowes	Building Response Team Leader
Facility Manager	Kenya Carson	Building Response Team Member
School Safety Manager	Derrick Redmond	Building Response Team Member
Licensed Security Officer	Sheldon Shortt	Building Response Team Member
Local Law Enforcement Official(s)	<u>NYPD</u> <u>Community Affairs</u>	<u>COMMUNITY PARTNERS</u> <u>73rd Precinct</u>
	<u>FDNY</u>	<u>FDNY (Engine 257)</u>
Local Ambulance/ Emergency Response Agency Representative	<u>Engine 257</u>	<u>FDNY</u>
Parent Representative	Williene Battle	Family Specialist
Fire Guards	Tiffany Hardy, Derrick Redmond, Christopher Bruce-Tagoe (CCC)	Fire Drills
Certificate of fitness S-95	Tiffany Hardy	Dean of Students
Facility Owner Representative	Captain Chris Bruce-Tagoe	CCC Department of Public Safety

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

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.

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 a Parent Meeting (open to the public) in the fall of 2019. The CAACS Board of Trustee formally adopted the Final Plan on August 14, 2019. To ensure student safety, the plan has been placed ‘in effect’.

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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 2019– 2020 school year, a Safety Plan was created in July and reviewed by the Cultural Arts Academy Charter Building Response Team prior to school opening. In accordance with New York State Education Law 2801, all staff completed annual training on emergency response protocols by September 15th of 2019, or within 30 days of hire.

It will be in effect until CAACS year-end, 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 September 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.)
- CAACS adheres to New York State's Dignity for All Students Act (The Dignity Act) that seeks to provide the our students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. In addition to the above, Cultural Arts Academy Charter School creates a positive, safe learning environment for students by implementing community service programs 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, our 2019-2020 Safety Plan, 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 NYCDOE 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 9 staff members certified).
- Cultural Arts Academy Charter School staff members will take Violence Intervention training.
- The whole staff has received ALICE Training - (*Alert, Lockdown, Inform, Counter, Evacuate*) - preparation and a plan on how to more proactively handle the threat of an aggressive intruder or active shooter event.

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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, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- CAACS will conduct mandated actual safety evacuations that test components of CAACS Safety Plan. These Evacuation Drills/Lockdowns will be conducted in coordination with local emergency response and preparedness officials, as follows: CAACS will schedule the dates and times of Evacuation Drills/Lockdowns with local officials; Just before an evacuation drill, CAACS will contact local officials to announce the evacuation is about to start. Some evacuation drills and lockdowns will be unannounced to staff and students.
- The tentative schedule for School Safety Evacuation Drills are:

9/9/2019 – (Bus Drill)	11/13/2019 (Evacuation Drill)
9/13/2019 (Evacuation Drill)	Unannounced (Shelter-In Drill)
9/20/2019 (Evacuation Drill)	Unannounced (Evacuation Drill)
9/27/2019 (Evacuation Drill)	Unannounced (Bus Drill)
10/7/2019 (Evacuation Drill)	Unannounced (Lockdown Drill)
10/15/2019 (Bus Drill)	Unannounced (Evacuation Drill)
10/21/2019 (Evacuation Drill)	Unannounced (Evacuation Drill)
10/28/2019 (Lockdown)	Unannounced (Evacuation Drill)
11/6/2019 (Evacuation Drill)	Unannounced (Evacuation Drill)

Total number of fire extinguishers: 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: dedicated staff
- 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 security cameras located throughout our campus and surrounding facility.
- CAACS has an Attendance Tracking System
- There will be a security audit conducted within the first 2 months of CAACS year.
- All students 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 and 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.

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Maintenance of Vital Education Agency Information

An updated School Staff contact list will be maintained by the Director of Business, Accountability, Compliance and Technology) and placed within CAACS “Emergency/Safety Binder”.

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 2019 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 character education curriculum. Parents will also be provided with information from the *Respect for All* programs and CAACS Code of Cooperation (*Discipline Policy*).

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 Accountability & Compliance
4. Director of Curriculum and Instruction
5. School Safety Manager

B. Continuation of Operations

- 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)
- 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.

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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 phone chain (*faculty member calls all parents within their class*). 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.

Situational Responses

GRP Summary Sheet for Teachers and Students

The General Response Protocol (GRP) has been designed to provide all schools with the direction they will take when an emergency incident occurs. At its core is the use of **common language** to identify the initial measures all school communities will take **until first responders arrive**.

In every incident, the Building Response Team (BRT) will need to assess the unique circumstances that will affect how the GRP is implemented.

Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat alerting the Building Response Team or administration is required.

Hard Lockdown implies that imminent danger is known and **NO ONE** will engage in any building sweep activity. Building Response Team and all staff will take appropriate lockdown action and await the arrival of first responders.

Shelter-In implies that there is no identified imminent danger to the sweep teams. Building Response Teams will mobilize to the designated command post for further direction.

Soft Lockdown implies that there is no identified imminent danger to the sweep teams. Building Response Team will mobilize to the designated command post for further direction.

Evacuation - The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation.

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.

School (District) Resources Available for Use in an Emergency

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

- First Aid Kit
- Emergency Go Bags

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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) 683-3300, extension 3301
Contact Email	lmidgette@caa-ny.org
Website	culturalartsacademy.org