

2018- 2019 PROJECT SAVE PLAN

(Safe Schools Against Violence in Education)

Combined District-Wide Safety and Building-Level
Response School Safety Plan

(Also includes Workplace Safety and Loss Prevention
Program)

Academy of the City Charter School

September, 2018

Table of Contents

Introduction

I. General Considerations and Planning Guidelines

II. Risk Reduction/ Prevention and Intervention

III. Response

IV. Recovery

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

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 Academy of the City Charter School's combined District-wide and Building-Level Project SAVE School Safety Plans (the 'Plan').

The Academy of the City Charter School Safety Plan was developed by the Academy of the City Charter School administration for our third year of operation (our first year in our permanent building) starting in August 2014.

Our goals in creating and implementing our School SAVE Safety Plan are:

- 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 will be produced for multi-hazard situations and will include plans for early dismissal.

Key School Data:

- Academy of the City Charter School is operating in the 2018-2019 academic year with approximately 420 students in grades K-5 and 53 staff members
- Address: 31-29 60th Street, Woodside, NY 11377
- Phone number: 718-487-9857
- Principal: Richard Lee
- Assistant Principals: Katie Lynn Santacruz, Caren Leslie
- Director of Operations: Beverly Greene
- Student Transportation – Via Subway, yellow bus, and private bus

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Academy of the City Charter School School Safety (SAVE) Plan has been developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Board of Trustees of Academy of the City Charter School (the ‘Board’), an Academy of the City Charter School School Safety Team was created and charged with the development and maintenance of the Academy of the City Charter School School Safety Plan.

The Plan was developed by the School Safety Team, following Safety Plan guidelines distributed by NYSED. The Safety Team will review emergency response plans with security professionals.

Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and well-considered planning. We will conduct tabletop and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

The plan also includes provisions for a Workplace Safety and Loss Prevention Program in compliance with Industrial Code Rule 59.

B. School Safety Team

The Academy of the City Charter School School Safety Team will be comprised of, but not limited to, representatives from the Board of Trustees, administration, parents, students, faculty, school safety personnel, and other school personnel. The Core School Safety Team, charged with developing a School Safety (SAVE) Plan, has been identified as follows:

Core School Safety Team

Principal – Richard Lee

Dir of Operations – Beverly Greene

Assistant Principal – Katie Lynn

Santacruz

Assistant Principal – Caren Leslie

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

Parent Coordinator – Noel Peguero

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

Security Guard – Lisandro Santacruz

Full School Safety Team (2018-2019)

Title	Name	Role
Principal	Richard Lee	School Safety Team Head
Director of Operations	Bev Greene	School Safety Team Member
Assistant Principal	Katie Lynn Sanatacruz	School Safety Team Member
Assistant Principal	Caren Leslie	School Safety Team Member
Parent Coordinator	Noel Peguero	School Safety Team Member
Security Guard	Lisandro Santacruz	School Safety Team Member
Faculty Member	Alicia Latman	School Safety Team Member
Parent Representative	Pily Quintanilla	School Safety Team Member
Student Representative	TBD	

C. Concept of Operations

The initial response to all emergencies at Academy of the City Charter School will be by the Core School Safety Team. Upon activation of the Core School Safety Team, local emergency officials and the Board of Trustees will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required.

The Core School Safety 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 the School Safety Planning process. Every member of the School Safety 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 in the Main Office).

E. Plan Review and Public Comment

Pursuant to Commissioner’s 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. We will include representatives of all key School constituents and interested parties in the development and review of this plan, including a review at a PCO (Parent Community Organization) meeting

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

in 2018. The Final Plan will be formally adopted by the Board. To ensure student safety, the plan will be considered ‘in effect’ until such time as a full public review can be conducted and the Final Plan approved.

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 annually and will be maintained by the Core School Safety Team.

SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES

Prevention/Intervention Strategies

Academy of the City 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/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

- Peace Curriculum (e.g. anti bullying programs, violence prevention meetings, conflict resolution sessions, peer mediation, mentoring programs, extended day programs/clubs, other school safety programs, youth run programs, forums for students concerned about bullying/violence, establishing anonymous reporting mechanisms for school violence/ bullying, etc).

- Academy of the City Charter School will also create a positive, safe learning environment for students by creating and implementing school schedules that minimize potential for conflicts or altercations.

Building Personnel Training

- In preparation for planning and executing drills, the Safety 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, the School 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.
- The School will review the detail of its Safety Plans with all faculty and staff on a yearly basis (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 two members of the Academy of the City Charter School School Safety Team will take CPR and AED training.
- Academy of the City Charter School staff members will receive Violence Intervention training

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

Drills / Exercises / Student Training

- The Safety 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.
- The School will review all emergency response plans with students on a yearly basis, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- The School will conduct mandated actual safety drills that test components of the School Safety Plan. The schedule for School Safety Drills is:

Drill #	Date	Notes
1	9/21/2018	Fire drill 1 - Main lobby N pull station - announced
2	10/4/2018	Fire drill 2 - Main lobby S pull station - announced
3	10/19/2018	Fire drill 3 - 1st Floor S pull station - announced
4	10/26/2018	Fire drill 4 - 1st Floor N pull station
5	10/23/2018	Shelter-in drill (announced)
6	11/2/2018	Shelter-in drill, convert to Soft Lockdown (unannounced)
7	11/7/2018	Fire drill 5 - 2nd Floor S pull station
8	11/13/2018	Shelter-in drill, convert to Hard Lockdown drill (announced) ¹
9	11/15/2018	Shelter-in drill, convert to Soft Lockdown (unannounced)
10	11/19/2018	Fire drill 6 - 2nd Floor N pull station
11	11/20/2018	Fire drill 7 - Stage pull station
12	12/4/2018	Fire drill 8 - Gym S pull station
13	12/14/2018	Hard lockdown (unannounced)
14	12/18/2018	Fire drill 9
15	1/30/2019	Shelter-in drill, convert to Soft Lockdown mid-drill (announced)
16	2/28/2019	Fire drill 10 – Kitchen
17	3/1/2019	Hard lockdown (unannounced)
18	3/6/2019	Fire drill 11 – Portable
19	3/22/2019	Soft Lockdown drill (unannounced)
20	4/18/2019	Fire drill 12 - Gym N pull station
21	5/7/2019	Fire drill 13 - Basement hall pull station
22	6/3/2019	Shelter-in convert to hard lockdown drill
23	6/13/2019	Fire drill 14 - Boiler room pull station

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

Implementation of School Security Policies and Protocols

School Safety/Security roles at Academy of the City Charter School are expected to be as follows:

- School Security: 1, located as follows:
 - At start and end of the school day there will be 1 security guard / admin located at the front door

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

– During the school day 1 security guard / admin located at the front door

- Hall monitors: Faculty and Administration will monitor hallways before and after school, and during class change times.

Other School safety protocols include:

- Only the front door of the school will be open at the start of the school day.
- All school visitors will be required to show identification upon entering the school building and to sign in at the main office. As appropriate, visitors will be escorted to classrooms.
- The Principal, Director of Operations, Security Guard, and Main Office will be provided with portable radios to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

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

Coordination with Emergency Officials

- The Principal (School Safety Team Lead), Assistant Principal, or Director of Operations will contact local emergency officials to review Emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills.

Maintenance of Vital Education Agency Information

An updated School Staff contact list (with cell phone numbers) will be maintained by the Director of Operations and placed within the School Safety Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). The school will also maintain an ‘AoC Emergency Contact Binder’ with Emergency Contact information for each student.

SECTION III: RESPONSE

A. Assignment of Responsibilities

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

1. Principal
2. Director of Operations
3. Assistant Principals
4. Security Guard
5. Administrative Assistant

B. Continuation of Operations

- In the event of an emergency, the Principal or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of the local emergency response team.
- After 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.
- The school 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 Intercom
- School Phone system
- Cell Phones of School Safety Team and staff
- Portable radios (supplied to School Safety Team members)
- Bull Horns
- Whistles
- E-mail
- Robocall protocol
- Local media

Standard notification protocol will be for:

- Notification of an incident or hazard development to the Principal, Director of Operations, or Assistant Principal as soon as possible following its detection

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

- In the event of an emergency, the Principal, Director of Operations, or Assistant Principal will notify all building occupants to take appropriate protective action

Also, upon the occurrence of a violent incident, the Principal, Director of Operations, or Assistant Principal will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School Safety Binder in the Main 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, Director of Operations, or Assistant Principal will also notify the Board of Trustees via phone, and all staff via school intercom or personal conversation in classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.

As necessary, the School will notify parents of a violent incident or early dismissal through use of the school’s robocall protocols and/or e-mail. Parent contact information will be maintained on Student Emergency Contact forms, and with a school-wide email group, and in a controlled and dedicated robocall telephone list.

Note that an updated School Staff contact list (with cell phone numbers) will be maintained by the Director of Operations and placed within the School 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 the school (number of students, number of staff, organization chart for the school). The school will also maintain the ‘AoC Emergency Contact Binder’ with Emergency Contact information for each student.

D. Situational responses

Multi-Hazard Response

Emergency Situation	Response
Fire	<ul style="list-style-type: none"> <input type="checkbox"/> Sound fire alarm. <input type="checkbox"/> Staff follows the General Response Protocol (GRP) – Evacuate. <input type="checkbox"/> Teacher escort current class to agreed meeting location (see diagram below). Students stay with teachers. <input type="checkbox"/> Emergency Response Team take handheld radios. <input type="checkbox"/> Principal or Director of Operations – collect staff and visitor sign-in sheets. <input type="checkbox"/> Administrative Assistants – collect Student Emergency Contact binder.

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

	<ul style="list-style-type: none"> <input type="checkbox"/> ‘Sweep’ staff ensure building is empty. <input type="checkbox"/> Meet at designated spot. <input type="checkbox"/> Principal or Director of Operations confirm All Clear. <input type="checkbox"/> Return to school.
Intruder in Building	<ul style="list-style-type: none"> <input type="checkbox"/> Over intercom, Principal or Director of Operations announces, “We are now in soft/hard lockdown. Take proper action.” <input type="checkbox"/> Staff follows the General Response Protocol (GRP) – Lockdown (Soft/Hard). <input type="checkbox"/> Students move out of sight, maintain silence, and follow staff direction. <input type="checkbox"/> Teachers check and clear hallways (in soft lockdown ONLY), lock doors, turn off lights, move children from line of sight and maintain silence. <input type="checkbox"/> School Safety Team sweeps building (in soft lockdown ONLY). <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal contact local police. <input type="checkbox"/> Await arrival of First Responders or “All Clear” message. <input type="checkbox"/> Once clear, over intercom announce “The Lockdown has been lifted.”
Medical Emergency	<ul style="list-style-type: none"> <input type="checkbox"/> Discoverer to identify nature of emergency. <input type="checkbox"/> Locate an employee trained in first aid / CPR / AED. <input type="checkbox"/> Determine if first aid, etc. is required. <input type="checkbox"/> Notify Principal, Director of Operations, or Assistant Principal. <input type="checkbox"/> Over intercom, Principal or Director of Operations announces, “Code Blue, Code Blue. All first responders report to [location of emergency].” <input type="checkbox"/> Contact emergency services. <input type="checkbox"/> Administer first aid / deploy AED. <input type="checkbox"/> Contact family of individual.
Threat of Violence	<ul style="list-style-type: none"> <input type="checkbox"/> Notify Principal, Director of Operations, or Assistant Principal immediately. <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal attempts to de-escalate situation. <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal contacts local police. <input type="checkbox"/> Move to Soft/Hard Lockdown protocol, as appropriate.
Bomb Threat / Explosive / Suspicious Package	<ul style="list-style-type: none"> <input type="checkbox"/> Recipient of call to note details of threat. <input type="checkbox"/> If a suspicious package is found, it is not to be touched. <input type="checkbox"/> Notify Principal, Director of Operations, or Assistant Principal. <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal contacts local police, determine level of threat, and decide course of action. <input type="checkbox"/> Communicate solely by landline or in person; refrain from

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

	<p>cellphone or radio use.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evacuate school, if necessary, following Fire protocol. <input type="checkbox"/> Contact families for early dismissal, if necessary.
Explosion / Building Collapse	<ul style="list-style-type: none"> <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal determines level of threat. <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal contacts local police. <input type="checkbox"/> Evacuate school, if necessary, following Fire protocol. <input type="checkbox"/> Contact families for early dismissal, if necessary.
Hostage Situation / Kidnapping	<ul style="list-style-type: none"> <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal determines level of threat. <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal contacts local police. <input type="checkbox"/> Activate Soft/Hard Lockdown or Shelter-in protocol as necessary. <input type="checkbox"/> Principal makes determination regarding evacuation / early dismissal. <input type="checkbox"/> Contact families for early dismissal, if necessary.
Civil Disturbance	<ul style="list-style-type: none"> <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal determines level of threat. <input type="checkbox"/> Staff secure building entrances and exits. <input type="checkbox"/> Activate Shelter-in or Lockdown protocols as necessary. <input type="checkbox"/> Contact families for early dismissal, if necessary.
School Bus Accident	<ul style="list-style-type: none"> <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal determine severity of accident & travel to scene, if possible. <input type="checkbox"/> Contact local police and emergency responders. <input type="checkbox"/> Contact families of individuals involved.
Gas Leak	<ul style="list-style-type: none"> <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal determines if a response is warranted. <input type="checkbox"/> Activate Fire evacuation protocol.
Hazardous Material	<ul style="list-style-type: none"> <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal determines severity of threat and take steps to secure the area affected. <input type="checkbox"/> Activate Fire evacuation protocol. <input type="checkbox"/> Contact local police, emergency response, or CDC. <input type="checkbox"/> Contact families for early dismissal, if necessary.
Biological or Radiological Threat	<ul style="list-style-type: none"> <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal determines severity of threat and take steps to secure the area and individuals affected. <input type="checkbox"/> Activate Fire evacuation protocol, if necessary. <input type="checkbox"/> Activate Shelter-In or Lockdown protocol, if necessary. <input type="checkbox"/> Contact local police, emergency response, and CDC. <input type="checkbox"/> Contact families for early dismissal, if necessary.
Epidemic	<ul style="list-style-type: none"> <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal determines severity of threat. <input type="checkbox"/> Activate Shelter-In or Lockdown protocol, if necessary.

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

	<input type="checkbox"/> Contact families for early dismissal, if necessary.
Earthquake	<input type="checkbox"/> Staff takes cover immediately, getting beneath tables or other sturdy furniture, avoiding doors and windows. <input type="checkbox"/> Minimize movement and remain in building until shaking stops. <input type="checkbox"/> Activate Fire evacuation protocol.
Hurricane / Violent Storm	<input type="checkbox"/> Activate Shelter-In protocol. <input type="checkbox"/> Follow direction of School Safety Team.
Power Failure	<input type="checkbox"/> Principal, Director of Operations, or Assistant Principal determines severity of threat. <input type="checkbox"/> Activate Shelter-In protocol, if necessary. <input type="checkbox"/> Contact families for early dismissal, if necessary.
Missing Student	<input type="checkbox"/> Inform Principal, Director of Operations, or Assistant Principal immediately. <input type="checkbox"/> Activate Shelter-In protocol, securing all exits. <input type="checkbox"/> Sweep teams search building thoroughly. <input type="checkbox"/> Principal, Director of Operations, or Assistant Principal contacts local police.

Responses to Implied or Direct Threats of Acts of Violence

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

Source of Threat	Plan
Student	<input type="checkbox"/> Implement de-escalation procedures (remove student from situation, have Principal, Director of Operations, Assistant Principal, or Guidance Counselor discuss incident and causes for incident with student). <input type="checkbox"/> Determine level of threat (Critical, High, Medium, Low). <input type="checkbox"/> Inform Principal, Director of Operations, or Assistant Principal. <input type="checkbox"/> As necessary, contact parent/guardian, police and/or hospital. <input type="checkbox"/> As necessary, inform staff. <input type="checkbox"/> Monitor situation to ensure resolution <input type="checkbox"/> If necessary, activate Shelter-In or Lockdown protocols.
Staff, visitor, other school personnel	<input type="checkbox"/> Determine level of threat (Critical, High, Medium, Low). <input type="checkbox"/> Inform Principal, Director of Operations, or Assistant Principal. <input type="checkbox"/> As necessary, contact parent/guardian, police and/or hospital. <input type="checkbox"/> As necessary, inform staff. <input type="checkbox"/> Monitor situation to ensure resolution <input type="checkbox"/> If necessary, activate Shelter-In or Lockdown protocols.

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

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

- Injured parties will be taken care of.
- Offending individual will be contained.
- Principal, in consultation with the Director of Operations and Assistant Principal, will determine the level of threat.
- As required:
 - The immediate area of the act will be isolated and/or evacuated.
 - Shelter-In or Lockdown protocols 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"> <input type="checkbox"/> Principal, Director of Operations, and Assistant Principal monitor situation that may warrant school cancellation. <input type="checkbox"/> Make cancellation determination. <input type="checkbox"/> Inform families / students via e-mail and robocall. <input type="checkbox"/> Inform staff via e-mail. <input type="checkbox"/> Inform Trustees via e-mail. <input type="checkbox"/> As necessary, inform other interested parties.
Early Dismissal	<ul style="list-style-type: none"> <input type="checkbox"/> Principal, Director of Operations, and Assistant Principal monitor situation that may warrant early dismissal. <input type="checkbox"/> Make early dismissal determination. <input type="checkbox"/> Contact transportation providers and make required arrangements. <input type="checkbox"/> Inform families via e-mail and robocall. <input type="checkbox"/> Inform staff in person and by e-mail. <input type="checkbox"/> Teaching staff informs students.

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

	<ul style="list-style-type: none"> <input type="checkbox"/> 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"> <input type="checkbox"/> Determine level of threat. <input type="checkbox"/> Activate GRP – Evacuate protocol. <input type="checkbox"/> Contact transportation providers and provisionally make required arrangements. <input type="checkbox"/> Clear all evacuation routes and sites. <input type="checkbox"/> Evacuate staff and students to pre-arranged evacuation site. <input type="checkbox"/> Account for all students and staff populations. Report any missing persons to Principal, Director of Operations, or Assistant Principal. <input type="checkbox"/> Make determination regarding early dismissal. <input type="checkbox"/> If early dismissal is warranted, contact families/transportation providers for pick up. <input type="checkbox"/> Ensure adult/continued school supervision/security. <input type="checkbox"/> 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"> <input type="checkbox"/> Determine level of threat <input type="checkbox"/> Confirm sheltering location, depending on nature of incident. <input type="checkbox"/> Evacuate staff and students to pre-arranged sheltering site. <input type="checkbox"/> <u>External Sheltering Site</u>: St. Michael’s Playground, Woodside, NY located between the eastern and western Brooklyn-Queens Expressway connectors and 30th Avenue. (0.2 miles) <input type="checkbox"/> <u>Internal Sheltering Site</u>: PS152Q, located at 33-52 62nd Street, Woodside, NY 11377. Contact: Elizabeth Economakos, Assistant Principal, 718-429-3141, EEconomakos@schools.nyc.gov (0.4 miles) <input type="checkbox"/> Account for all students and staff populations. Report any missing persons to Principal, Director of Operations, or Assistant Principal. <input type="checkbox"/> Make determination regarding early dismissal. <input type="checkbox"/> If early dismissal is warranted, contact families/transportation providers for pick up. <input type="checkbox"/> Ensure adult/continued school supervision/security. <input type="checkbox"/> 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.

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

For all Situations:

- Parents - The Principal, in consultation with the Director of Operations and Assistant Principal, will determine if and when parents need to be informed and will activate the appropriate notification measures.
- Media - The Principal will determine if and when the media needs to be informed and will make a public statement or media address in consultation with the Director of Operations, Assistant Principal, and Board of Trustees.
- The School Safety Team will convene within 48 hours of an event to conduct a Situation Debrief. The debrief process will include soliciting input from other school constituencies such as teaching staff, security and administrative staff, support providers, parents, and students (as appropriate). The results of this debrief will form a “lessons learned” document that will inform future plan updates.

Coded Communication Phrases

It is the school’s policy to use clear, concise language when addressing safety and security threats to the school. In keeping with this policy, school staff will **NOT** use coded communication phrases. During a crisis, code words and phrases may be misunderstood or go unnoticed by teachers, staff, and students. In the event of an emergency, the Principal or Director of Operations will make clear, concise statements via the school’s public address system. (Such as, “Attention. We are now in hard lockdown.”)

The sole exception to this policy of clear language is the use of “Code Blue” to denote a medical emergency that requires the use of CPR or an AED device. This phrase is consistent and is required by ESI (the DOE-contracted AED vendor).

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 the School Emergency/ Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the Principal and Director of Operations 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

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

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 the School Emergency/ Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the Principal and Director of Operations 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 Phones
- Tool Box
- First Aid Kit
- Flashlight
- Moving Carts
- Loudspeaker
- Handheld radios

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 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.

**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

SECTION IV: RECOVERY

Academy of the City Charter School Recovery (Post Incident Responses) will include, but not be limited to:

Short term:

- Mental health counseling for staff and students.
- Building security.
- Facility restoration.
- Post-incident critique.

Long term:

- Mental health counseling for staff and students.
- Building security.
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

Note that the Academy of the City Charter School will coordinate with statewide plans for disaster mental health services to ensure that the School 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 Academy of the City Charter School Safety Team will conduct an internal debrief 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.

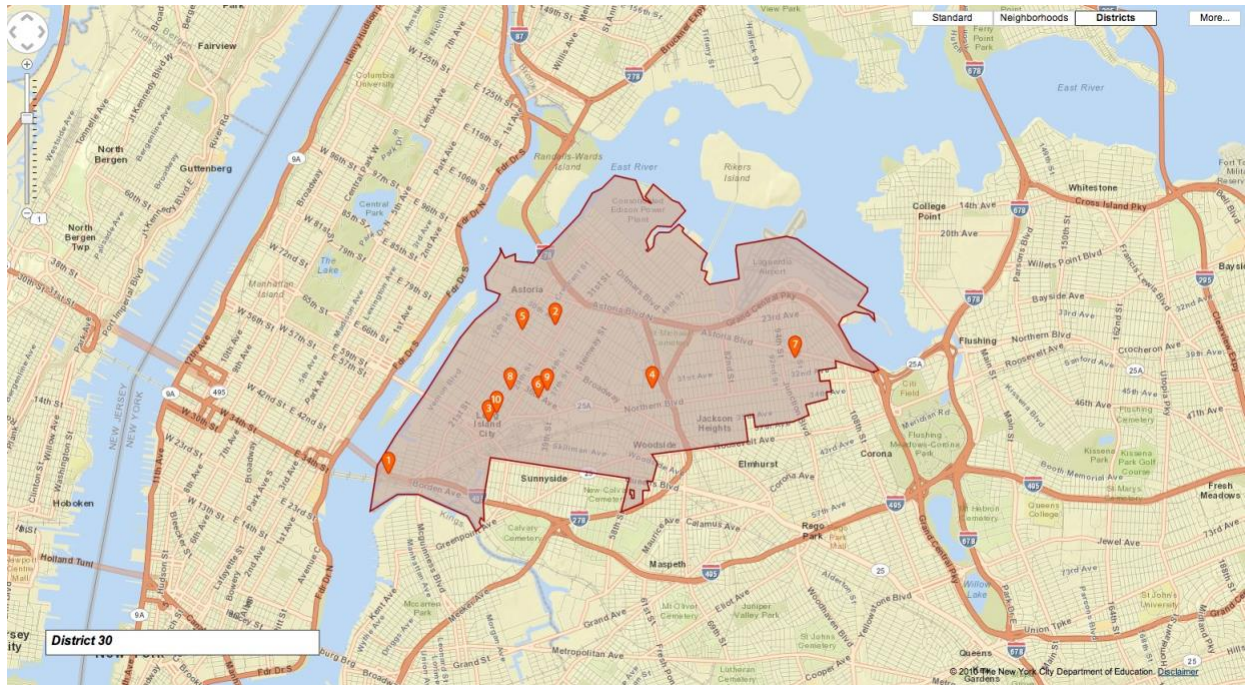
**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

APPENDICES

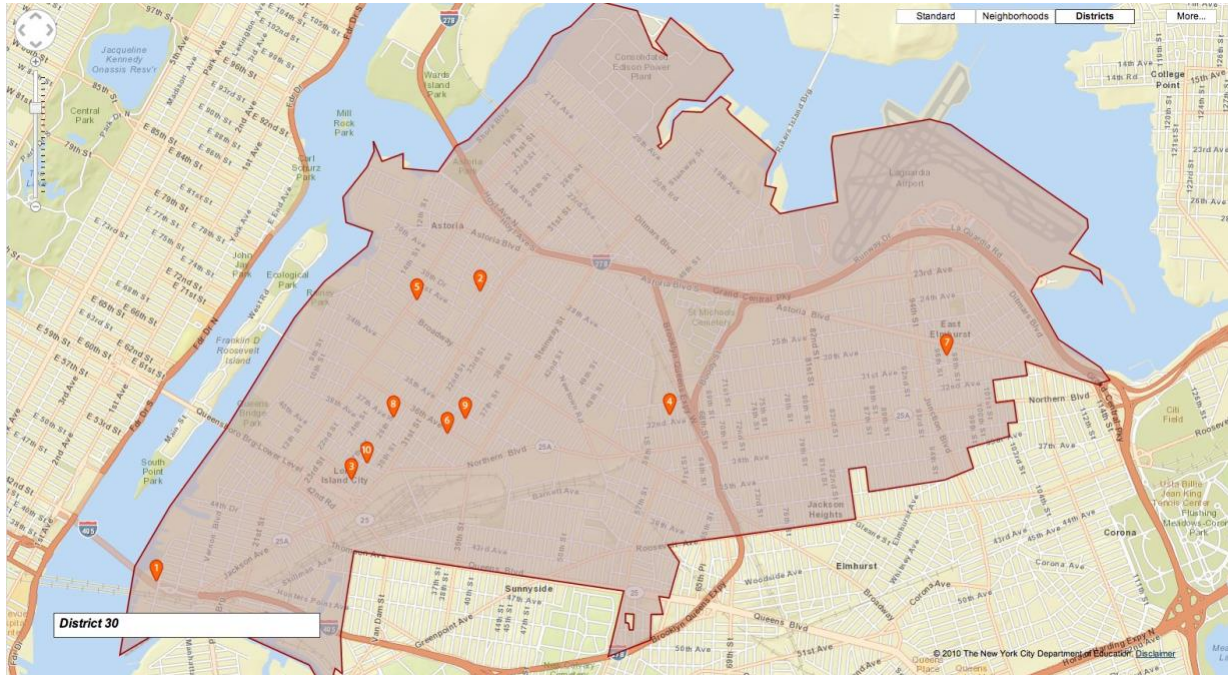
Appendix 1: School Buildings covered by this District-Wide/ Building-Level School Safety (SAVE) Plan

School Name	Academy of the City Charter School
Address	31-29 60 th Street, Woodside, NY 11377
Contact Name	Beverly Greene
Contact Title	Director of Operations
Contact Phone #	718-487-9857
Contact Email	bgreene@academyofthecity.org

Appendix 2: District Maps (CSD 30)



**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**



**2018-2019 PROJECT SAVE PLAN (incl. WSLPP): Academy of the City Charter School
DISTRICT-WIDE/ BUILDING-LEVEL SCHOOL SAFETY PLAN**

Appendix 3: School Organization Chart



2019

