



## **Safety Plan 2020-2021**

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### **Introduction**

Classical Charter Schools created training based on the School Safety Plan, which was created in collaboration with the other schools in the building. The District-Wide Safety Team reviews and edits the School Safety Plan annually. Members of each school were part of the Emergency Response Team. From our side, our School District Chief School Safety Officer is Darlene Jackson, our Dean of Students.

The team created plans for fire drills, soft lock downs, and hard lock downs. In all cases, all staff were trained and practiced them before, during and after lunch and after school at varying times of the day. The school response team then collaborates to refine and improve these practices. The training staff received was done on-line due to the Covid-19 pandemic. However, staff that were teaching on-site received training these areas. We have policies and training for events including student harm (actual or threatened) and crisis management.

Providing an orderly plan for dealing with emergencies is an important component of the management of Classical Charter Schools. Emergencies range from manmade problems such as fires and bomb threats to nature made, such as blizzards and floods. Moreover, they range from highly dangerous, life threatening situations to those of mere inconvenience. Through careful planning, the disastrous effects of an emergency can be minimized.

The guiding principles for emergency management planning are protection of life first, then preservation of property, and restoration to normal activities. Mandates that influence planning and decision-making are included in this plan, which shall be accessible in the Main Office and on Classical's website.

To provide for the health, safety, and wellbeing of school scholars and employees and for the preservation of district resources and property, the Executive Director shall establish a District wide Safety Plan for the school district, in accordance with Commissioner's Regulations and law.

### **SCHOOL SAFETY TEAM**

Classical Charter Schools has appointed a School Safety Team consisting of, but not limited to, the Executive Director, School Director, Operations Manager, Operations Associate, Dean of Students, and other representatives

### **ADMINISTRATIVE REGULATIONS**

A "School Safety Plan" is in place and all personnel have a responsibility to follow its directions. A copy is available on the Classical website. The Plan will be reviewed and updated as necessary annually.

## **ADMINISTRATIVE PROCEDURES**

### **A. GENERAL**

Specific response plans which identify persons authorized to take immediate action, persons to be notified, sequential response actions, persons responsible for taking action, and resources necessary for response shall be prepared for various emergencies, e.g., civil disturbances, violent incidents, environmental disruptions, explosion, fire, medical concerns, and physical system failures. An electronic copy of the plan shall be located in the office of each School Director, School Nurse, and Custodial Engineer, as well as the Executive Director.

Each staff member who has a responsibility in an emergency shall become familiar with that responsibility so as to expedite the appropriate response process. An emergency portable two way battery operated radio is in each Main Office.

When the Executive Director declares an emergency or the Executive Director is notified that an emergency/disaster exists, he/she will begin implementing the emergency plan by activating the chain of communication. The decision to close school remains exclusively with the Executive Director.

The Executive Director, during a local or state emergency, shall act as the chief communication liaison for all agencies within the district, including parochial schools, and shall address all news media. The Executive Director will also be responsible for notifying the New York City Department of Education as soon as possible whenever the emergency plan results in the closing of a school building within the district (except routine snow days).

In an emergency, all employees have a responsibility to protect and maintain the health, safety, and welfare of the scholars. Staff members may be assigned to accompany and supervise scholars. Ordinary rules of work hours, work site, job descriptions and any other contractual provisions are subject to state, county, or local directives. Bus Attendants are expected to report to work when alerted to an emergency. Staff members involved in the response shall continue their response actions until the emergency is ended.

The Executive Director shall provide written information by September 15 of each school year to all scholars and staff about emergency procedures and shall provide for at least one sheltering drill and at least one early dismissal during each school year. Transportation and communication procedures shall be included in the tests. The sheltering drill may occur at any time during the school day. The early dismissal will begin fifteen minutes prior to the end of the regular school day.

The Executive Director shall review and revise, as necessary, the District Safety Plan at least once each year.

### Mental Health Issues in our Schools

Classical has a counseling team that can will provide training/professional development and resources for all staff on a yearly basis to prevent and respond to such issues as:

- Suicide Prevention
- Depression
- Anxiety
- Substance Use Disorder

## **B. BUILDINGS**

Each School Director will provide internal directions to all staff should any emergency or disaster occur. Since the safety and health of the scholars and staff are of prime importance, the Safety Plan should be reviewed with the building staff. The following components should be building specific and supplement the district Safety Plan:

- 1) Identification of key people, meeting points, and assembly areas
- 2) Review of key people in each emergency and the proper sequence of action
- 3) Identification of sites of potential emergencies (inside and outside sources)
- 4) Identification of resources available (equipment, manpower, etc.)
- 5) Diagrams of all buildings/wings by floor
- 6) Identification of exit routes and shelter areas

The School Director will monitor the conditions of any school facility that may affect the welfare of scholars and staff, and be familiar with the necessary emergency procedures. If the safety of scholars and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin.

## **C. TRANSPORTATION**

Whenever a decision has been made to evacuate or to dismiss early, the Office of Pupil Transportation will notify all available drivers needed to report to the Transportation Office.

Normal bus driver assignments and routes may be suspended. If this is the case, drivers reporting to the Office of Pupil Transportation will be assigned a route.

Scholars who are outside the school district under district authorization (i.e., field trips, athletic events, BOCES) may not be returned to the school. They may be transported home or to a designated reception center as the emergency dictates.

It may be necessary for all scholars to be evacuated by district buses only. Under these circumstances, no student will be allowed to drive any vehicle during the emergency evacuation.

The Transportation Supervisor will maintain a current list of regular and substitute bus drivers, an up to date file of bus routes, student bus lists, and an updated copy of the emergency evacuation plan. Members of the transportation staff will be oriented to the emergency evacuation plan by the Transportation Supervisor.

## **D. TRAINING, DRILLS AND EXERCISES**

Classical will conduct twelve (12) evacuation drills during the school year eight (8) will be evacuation drills and four (4) will be lockdown drills. Of these twelve (12) drills, eight will need to be completed by December 31 for each calendar year. In addition, the annual drill schedule will include one early dismissal drill. The Emergency Management Teams carry out their responsibilities during the drills.

- 1) When initiating a lockdown drill, it needs to be clearly communicated within the announcement that "This is a drill."
- 2) Signage stating "Emergency Drill in Progress" should be posted at the main entrance (visitor entrance(s) to clearly alert parents and other visitors who may arrive at the school during a lockdown drill.

## **E. IMPLEMENTATION OF SCHOOL SECURITY**

School building doors are locked after scholars have arrived in school. An electronic visual system is used to gain entrance. Visitors will be required to sign in prior to entering the building using our visitor management system. Once the visitor's information is processed they will receive a visitor badge, which will be prominently displayed at all times.

All staff are required to have ID. Cameras are also strategically positioned both internally and externally in the various buildings.

## **GENERAL GUIDELINES**

Six steps which are standard responses to any emergency situation in schools are: Summon Expert Help; Administer First Aid; Follow Instructions of the Expert; Evacuate to a Safe Place; Shelter inside the Building; and Send Everyone Home (Go Home). Obviously, all six steps will not be utilized in every emergency. Indeed, some are part of the planned response to a school emergency.

### Definitions

Summon Expert Help: Clearly, in most emergency situations, the need for expert help is evident. Fires are fought by firefighters; acts of violence and intruders are handled by police, and heart attack victims must be provided proper medical care.

Administer First Aid: First aid is usually defined as treatment that will protect the life of a victim and provide comfort until more expert help is secured.

Follow Instructions: Once expert help has arrived, those experts are usually "in charge." At that time, the procedure is to follow instructions of the expert.

Evacuate to a Safe Place: Evacuation may mean only going outside, away from the building and waiting until the danger has passed. In some circumstances, however, the nature or duration of the emergency may require transportation and temporary housing of the occupants in some other building.

Shelter Inside the Building: There are circumstances when it is safer to stay inside the building than to go outside. For example, the sheltering procedure is called for during severe electrical storms, or radioactive emergencies.

Go Home: Similar to evacuation, early dismissal or "go home" is a procedure for evacuating scholars from a building and uniting them with their families or other responsible surrogates designated by the parents.

## **BOMB THREAT**

Bomb threat procedures are outlined in detail in each building's Safety Plan.

## **RESOURCES**

- Building Floor Plans
- Local emergency responders: Police 911; Fire / Ambulance 911
- Building Level Emergency Response Plans

## **SERIOUS VIOLENT INCIDENTS**

Serious violent incidents are defined by the Commissioner of Education as incidents of violent criminal conduct that are, or appear to be, life threatening and warrant the evacuation of scholars and/or staff because of an

imminent threat to their safety or health, including but not limited to: riot, hostage taking, kidnapping and/or the use of threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

#### Policies for Responding to Threats of Violence:

- 1) Every threat will be assessed for its level of risk. (Adopted from FBI Guidelines for Threat Assessment): Low level of threat poses minimal risk to the victim and public safety; Medium level of threat—threat which could be carried out, although may not be entirely realistic; High level of threat—threat that appears to pose an imminent and serious danger to the safety of others
- 2) Locate and isolate; involve law enforcement if threat is determined to be medium or high level threat
- 3) Individual(s) with actual knowledge of the person(s) making a threat will be consulted as to intent, motivation, and/or resources

#### Procedures for Responding to Acts of Violence

- 1) First person on the scene
  - a. Identify the situation, call 911
  - b. Notify Building Council, describe situation
- 2) School Director
  - a. Verify that 911 has been called, then proceed with Building Level Emergency Response Plan
  - b. Notify Executive Director
  - c. Direct Head Custodian to designated meeting place
  - d. Upon arrival of police, meet in designated meeting place; advise of the situation; and follow instructions. Be prepared to evacuate (DO NOT use fire alarm in the event of a bomb scare).
- 3) Executive Director
  - a. Notify parents or spouse of victim(s)
- 4) Police (Bomb Squad if bomb threat)
  - a. Termination of emergency

#### Dangerous Weapons in School

No person shall knowingly have in his or her possession upon any school premises any firearm, weapon, or any dangerous instrument, appliance or substance which is not necessary for school activities, which could be used as a weapon.

#### Prevention and Intervention Strategies:

- Conflict resolution training
- Respect and Responsibility programs
- School-based mediation
- General guidance counseling services
- Mentoring programs

#### De-Escalation Training

Training to de-escalate potentially violent incidents and dissemination of materials regarding early detection will be provided by representatives from the New York State Police for all employees.

## Reporting

- Threats and acts of violence will be reported to the New York State Education Department through the Uniform Violent Incident Report form.
- Only the Executive Director should give information to the media, community and parents.

## **RESOURCES**

- Building Floor Plans; Local Emergency Responders: Police 911; Fire / Ambulance 911

## **SPECIFIC PROCEDURES**

### 1. Assess the situation

## ASSAULTS AND FIGHTS

- Call 911 to request police assistance immediately when assailant is armed, if assailant is an outsider or if the situation warrants.
- Is there a continued danger to the individuals already involved or to any other potential victims?
- Determine the identity, number and location of victims.
- Determine the need for first aid and medical response.
- Determine the need for Hold-In Place procedure.

### 2. Move others to safety

If the assailant has not been contained and continues to be a threat to others, initiate Lockdown or Lockout procedures as appropriate, call 911.

## **Fights**

- Intervening and managing physical altercations and/or fights require making a judgment call. Individual circumstances will determine the priorities of your interventions. Interventions may include:
- Disperse the crowd or bystanders and ensure the safety of the scholars.
- Call for help and assistance in managing the incident.
- Focus on defusing the fight.
- Use proximity and voice.
- Separate the individuals fighting by telling one to go into a nearby room or other location.
- Attend to medical needs.
- Use common sense when intervening with individuals who are dangerous.
- Convene Crisis Response Team.

- 3) Provide first aid for victim(s) using medically trained staff. Call 911 for medical assistance if warranted. Direct someone to the main entrance to direct the ambulance staff to the victim.
- 4) Interview participants and/or bystanders to gather information on the event. The police will need details/take statement(s) as Assault/Battery are chargeable offenses.
- 5) The parents, guardian (or spouse/family member of employee) of any participants should be notified as soon as possible.

- 6) The Executive Director should be contacted as soon as possible for events involving serious injury or criminal acts. The Executive Director, or designee, will handle all media and community inquiries into the event(s).
- 7) Convene Crisis Response Plan as needed to inform staff/scholars and coordinate counseling services as the situation warrants.

#### Biological Agent or Poisonous Substance Threat

If you receive a letter, package or container claiming to be infected with a Biological Agent (e.g. Anthrax) or Poisonous Substance or phone call saying there is such a threat present at your location, YOUR FIRST ACTION SHOULD BE TO CONTAIN THE THREAT TO AS FEW PEOPLE AND AS SMALL AN AREA AS POSSIBLE. This is accomplished by the following:

- 1) Immediately isolate the threat by not moving the letter, package or container from its original location.
- 2) Move people away from the immediate area and do not allow ANYONE to touch or move the threat.
- 3) Close doors and windows to the area and lock the room if possible to avoid others accidentally contacting the threat. Those individuals originally present when the threat was discovered should remain nearby and not in contact with uninvolved individuals. They will not receive an additional exposure if the threat remains undisturbed.
- 4) Notify the Building Council and Call 911 and advise the operator of your situation. Remain on the line until instructed to hang up.
- 5) School Director or designee will notify Executive Director.
- 6) It is not necessary to confine scholars to classrooms, evacuate the building, or directly send scholars to a predetermined assembly area within the school unless these actions aid the response efforts of the emergency service responders or these efforts will eliminate possible exposure to the threat if it is widely disseminated through the building or its location within the school is unknown. If the potential exists for a distribution through the building, the air circulation system(s) will be shut down and the area or building evacuated.
- 7) The heating, ventilation and air conditioning systems within the building will be shut down if the threat was directed at the HVAC system or the package/container was found within the HVAC system.
- 8) Individuals who came in direct contact with the threat should be advised not to eat, drink, smoke or chew, rub their eyes, ears, nose or mouth or place their hands near their face.
- 9) Law enforcement and health officials will advise if any additional precautions need to be undertaken by any potentially exposed individuals or if specific cleanup procedures should be utilized.

#### Dangerous Persons

These procedures are a guide in responding to a situation in which a student, staff member, or outsider is armed, has assaulted or threatened another person, or is behaving irrationally. The first person to meet the individual suspected of being a threat should use common sense and remain calm. Remember, if the person is armed, then he/she is in control, and the staff should do what he/she request.

- 1) Institute Lockdown and then CALL 911, give as much information as possible on the location, identity and description of the individual. Do not hang up until told to do so. Notify a School Director immediately. Executive Director should be notified as soon as situation allows.
- 2) Try to remain calm. Speak calmly and reasonably. Encourage the person not to act hastily. Be reassuring and non-threatening.

- 3) Reassure others and try to keep people calm.
- 4) As quickly as possible, move anyone away that is not directly involved with the incident.
- 5) If the person attempts to leave the building, allow this. Observe whether a car is used and note license number and description of vehicle.
- 6) If the person attempts to leave the building with a student or member of the staff, be cautious in trying to intervene. Remember that the most important consideration is the safety of all scholars and staff.
- 7) Try to gather as much detailed information as possible. As the situation allows and without putting anyone in danger, try to determine:
  - a. Location, identity and detailed description of individual(s) & weapon(s)
  - b. Identify witnesses
  - c. Determine number and location of victims
  - d. Any pertinent background information on individual, including possible reason for carrying out actions
- 8) When police arrive they will take control of the situation. Have master keys, a floor plan and site map of the school available for the police. Provide all available information.
- 9) Initiate Crisis Response Plan which includes follow-up district communications, public information and crisis counseling.

#### Hostage Situation

If there is a hostage situation the procedures for Dangerous Person, above, will be followed. This means all staff/scholars/visitors are to take refuge. Follow Lockdown Procedures. If the danger is confined, responding law enforcement agencies may recommend an orderly evacuation of certain sections/areas away from the danger.

1. First person on scene
  - a. Identify hostage situation
  - b. Notify School Director
2. School Director
  - a. Announce a Lockdown.
  - b. Call 911 and follow the instructions for handling intruder(s)
  - c. Notify the Building Council
  - d. Inform Executive Director
3. Upon arrival of police officials, implement the following response actions as necessary.
4. The police will determine the termination of the emergency.

#### Intruder

1. First person on scene
  - a. Identify intruder situation
2. School Director
  - a. Announce a Lockdown.
  - b. Call 911 and follow their instruction for handling intruder(s) and ensuring safety of scholars and staff.
  - c. Notify the Building Council and Executive Director.
  - d. Inform Executive Director of situation and actions taken.
  - e. Based on advice of police, confront the intruder
  - f. Escort intruder out of the building

3. Police determine the termination of the contingency.

### Kidnapped Person

1. Identify kidnapping incident – first person on the scene.
2. The School Director or designee will take the following actions;
  - a. Announce a Lockdown.
  - b. Call 911 and advise them of the situation. Follow their instructions.
  - c. Notify Executive Director.
3. In coordination with police, notify parents or spouses of individuals who are or could be kidnapped.
4. Prepare official response in the event of media making an inquiry.
5. Police to determine the termination of emergency.
6. Develop attendance procedures to account for pupils and for unscheduled releases during school.

### Student Elopement and Wandering

Elopement: A student leaving an assigned area without permission from or knowledge of staff, often to escape and/or avoid a school-related situation or task.

Wandering: Meandering which results in a student getting lost, leaving a safe environment or entering an inappropriate place, often due to the student's inattention or distractibility.

1. Prevent the occurrence of wandering and elopements.
2. Staff should intercede when a student appears to be unsupervised.
3. Take appropriate action so that the child is redirected to the supervised activity or location.
4. Report any unsafe or inappropriate behavior about a student to administration or staff working with that student.
5. Ensure that staff members are assigned strategically to areas around the school buildings during arrival, dismissal, lunch, recess, and other transitions to minimize chances of elopement.
6. If a student leaves the classroom, staff must ensure that adequate supervision is provided.
7. Establish a procedure to direct actions to be taken when an elopement does occur.
8. Notify the main office/administrator.
9. Initiate "Hold in Place"
10. Do an all call for 'insert student name' to come the main office.
11. Call the parents of child.
12. Initiate search team.
13. Announce that we are looking for "insert student name"
14. All staff should look outside their windows and in the hallway for the student
15. Any staff member not assigned to scholars at this time, come to office.
16. Conduct a coordinated search both in the building and on school grounds.
17. Have two people go in opposite directions outside of the school building starting and ending at the playground
18. Call the police (911) if a student has not been located in 5 minutes.
19. Have a picture of that child to show to law enforcement.
20. Notify Executive Director

## **EPIDEMIC/FOOD OR WATER POISONING**

1. School Nurse
  - a. Identify the problem as possible epidemic/food or water poisoning.
  - b. Notify Building Council and coordinate with Main office.
2. Building Council
  - a. Notify School Director and New York City Health Department
  - b. Follow directives of Montefiore physician and public health official, recognizing that public health officials have highest authority. Curtail or cease building operation as appropriate.
3. School Director
  - a. Notify parents, staff, and scholars.
4. Public health officials
  - a. Monitor emergency.

## **RESOURCES**

- Emergency Telephone Numbers: Fire/Ambulance 911
- Building occupancy requires potable water. If water is undrinkable, cease operation of building unless equivalent provisions are made, including bottled water and single service disposable cups.
- News media, public address system, Blackboard Communications, WGCS D Website.

## **FIRE/EXPLOSION**

1. First person on the scene
  - a. Upon discovery or detection of smoke or fire, or in the event of an explosion, sound building fire alarm immediately.
  - b. Notify School Director or Operations Manager of what prompted fire alarm, location, and source of fire/explosion if known
  - c. Summon Fire Department 911 give location of fire if known and entrance number to building.
2. Custodial Engineer
  - a. Report to principal's office on any fire alarm.
  - b. Investigate source and contain fire, if possible or practical. Keep Building Administrator informed.
3. All building occupants
  - a. On sound of any fire alarm, evacuate building in accordance with established emergency evacuation plans posted in each classroom. After evacuation, close doors behind you.
4. Fire Department of New York
  - a. Termination of emergency.
5. Executive Director/Building Council
  - a. Resume, curtail, or cease building operations as appropriate. Notify staff, parents, and scholars.

## **CARBON MONOXIDE ALARM**

1. All building occupants
  - a. On sound of any fire alarm, evacuate building in accordance with established emergency evacuation plans posted in each classroom. After evacuation, close doors behind you.
2. School Director or Operations Manager
  - a. Summon Fire Department at 911 and give location of fire/alarm if known.

- b. Notify Executive Director
  - c. Notify Building Council and Custodian Engineer
- 3. Custodial Engineer
  - a. Investigate source and contain fire, if possible or practical. Keep building administrator informed of situation.
- 4. School Director
  - a. Alert Office of Pupil Transportation and Pioneer Bus Company of possible need to evacuate scholars and staff to another building or alternate location.
  - b. Upon fire department's arrival, advise of the situation and follow instructions. Keep Executive Director informed of the situation.
- 5. Fire Department of New York (FDNY)
  - a. Termination of emergency.
- 6. Executive Director/Building Council
  - a. Resume, curtail, or cease building operations as appropriate. Notify staff, scholars, and parents.

## **RESOURCES**

- Local Emergency Responders: Police 911; Fire / Ambulance 911
- Zoned fire alarm system with enunciator panel.
- Fire extinguishers serviced and charged.
- Staff trained in First Aid, CPR and AED use.

## **SNOW/ICE/WIND STORM**

- 1. Operations Manager
  - a. Monitor National Weather Service broadcast frequency and road conditions. Notify Executive Director of impending situation.
- 2. School Director/Building Council
  - a. Curtail or cease all outdoor activities as appropriate.
  - b. Select appropriate Emergency Response Action and relay instructions to Building Council.
- 3. Executive Director
  - a. Terminate emergency as able.

## **RESOURCES**

- National Weather Service app on smart phone.
- Office of Pupil Transportation
- Local emergency responders: Police 911; Fire/Ambulance 911
- Staff trained in First Aid, CPR, and AED use.

## **MEDICAL EMERGENCIES**

- 1. First person on the scene
  - a. Identify the situation. Who? What? Where?
  - b. Summon a Responsible Person (school nurse, School Director, Operations Team member)
- 2. Responsible Person
  - a. Calm and disperse other persons who are present.
  - b. Comfort the person and administer appropriate first aid.

- c. Summon ambulance (911) if the situation warrants. Designate someone to meet emergency squad/ambulance outside the building to direct emergency personnel to the scene.
  - d. Notify School Director or Executive Director.
3. Custodial Engineer
- a. Clean up body fluids according to district "Procedure For Cleaning Up Body Fluid Spills".

## RESOURCES

- School Nurse or responsible person capable of handling a medical emergency.
- Local emergency responders: Fire/Ambulance 911
- Staff trained in First Aid/CPR/AED.
- Staff person(s) familiar with contingency plans.
- Copy of district "Procedures For Cleaning Up Body Fluid Spills" see Appendix
- If Narcan is used, complete "Narcan Utilization Reporting Form" and forward to school physician.

## NATURAL AND MANMADE DISASTERS

### Hurricanes, Blizzards and Floods

1. School Director
  - a. Warnings and instructions may be relayed to the Executive Director and Building Council via the National Weather Service.
  - b. Implement the Emergency Response Action in coordination with above agencies.
  - c. Communicate selected emergency response action to Building Council, parents, staff and scholars.
  - d. Follow Executive Director's instructions.
2. Termination of emergency will be issued by Executive Director or Building Council, as appropriate.

### Earthquake

1. Building Occupants
  - a. If indoors when an earthquake occurs, do not try to leave the building. Stay inside against an inside wall or under sturdy furniture. Assume a tuck position with hands over the head. If you are outside, get away from the building, utility poles, and trees.
2. Building Staff
  - a. After an earthquake has occurred, check for injuries and fires or fire hazards and report status to Building Administrator. Report fallen power lines and gas leaks.
3. School Director/Building Council
  - a. Summon local emergency responders if needed.
  - b. Inform Executive Director of situation.
  - c. Instruct Custodial Engineer to shut down building systems (electricity, gas, and/or water) if damaged or leaking.
  - d. Evacuate building if safety of occupants is threatened; use discretion in event of electrical hazards.
  - e. Be aware that aftershocks often occur.
  - f. If a total breakdown of communications occurs, implement the most appropriate Emergency Response Action to the best of his/her ability using resources available.
4. Executive Director

- a. Coordinate selected emergency response action with local, county and state agencies.
5. Termination of emergency will be issued by Executive Director or Building Council.

### Tornado Warning

1. School Director
  - a. Monitor emergency broadcast channel and weather service watches/warnings.
  - b. Relay selected emergency response action to Building Administrators, parents, staff, and scholars.
  - c. Cancel all outdoor activities and summon all persons into building.
  - d. Follow Executive Director's instructions.
  - e. Do not assemble occupants in gymnasiums, auditoriums, or cafeterias.
  - f. Give instructions to building occupants over public address system.
2. Building Occupants
  - a. Take shelter against inside walls away from any windows and under a table or desk in a tuck position with hands over the head.
3. Building Staff
  - a. After tornado has passed, check for injuries and fires or fire hazards and report status to Building Administrator. Check for and report fallen power lines.
4. Building Council
  - a. Summon local emergency responders if needed. Inform Executive Director of situation.
  - b. Coordinate response action in coordination with local, county, or state agencies.
  - c. Communicate instructions to Building Council, parents, staff, and scholars.
5. Termination of emergency will be issued by Executive Director or Building Council, as appropriate.

### Toxic Spill, Radioactive Incident, or Air Pollution

1. Executive Director:
  - a. Implement Response Action in coordination with local and county agencies.
  - b. Relay selected response action to Building Administrators, parents, staff, and scholars.
2. Building Council or School Director:
  - a. Cancel all outdoor activities and summon all persons into building.
  - b. Direct building staff to close all doors and windows within the building by using the public address system.
  - c. Direct building custodians to close all vents and shut off fans bringing outside air into the school.
3. Termination of emergency will be issued by Executive Director or Building Council, as appropriate.

### **RESOURCES**

- Cell phones to connect to key administrators.
- Radio tuned to National Weather Service frequency. Battery operated AM/FM radio/smart phone apps.
- Local emergency responders: Police 911; Fire/Ambulance: 911
- Staff trained in First Aid, CPR, AED use.

### **HAZARDOUS MATERIALS**

Upon discovery or detection of a fuel spill on school property, the first person on the scene will:

1. Notify School Director or Executive Director at 718-860-4340

2. Stop source of spill, if possible.
3. The Director of Facilities will evaluate the problem insofar as possible and stop source of spill, if possible, and commence remedial response; i.e. absorbent material
4. The School Director and Executive Director, in conjunction with the Building Administrators, will decide whether to curtail or cease building operation as conditions warrant.
5. The Building Administrator will institute the correct Emergency Response.
6. Recovery: Custodian Engineer and School Director in conjunction with the Executive Director will direct cleanup work as directed.
7. Termination of contingency will be issued by the Executive Director.

## **RESOURCES**

- News media, email, text
- Office of Pupil Transportation
- Local emergency responders: Police 911; Fire/Ambulance 911

## **SCHOOL BUS ACCIDENT PROCEDURE**

In the event of a school bus accident or a mechanical problem resulting in an extended delay, the following procedures will be adhered to. Please note that Classical funds and provides Bus Attendants for all buses.

1. The first priority is for the safety and welfare of the scholars involved. The driver and Bus Attendant will ensure that, whenever possible, the vehicle is parked in a safe location. Depending on the physical condition of the passengers and vehicle as well as the prevailing weather and road conditions, the driver will determine whether the scholars should be removed from or allowed to remain on the vehicle. When circumstances require, the driver will use triangle reflectors to mark the scene.
2. Notify the Office of Pupil Transportation immediately as to the bus(es) involved, the magnitude and location of the accident, and whether or not scholars are on the school bus.
3. Record the names of all scholars. If any scholars/passengers are taken for emergency treatment, the names of those individuals will be recorded as well as their destination.
4. No accident is to be discussed or information released to any party unless required by the investigating authorities or approved by the District Office.
5. Submit to the Transportation Supervisor, in an accurate and timely manner, a district accident report as per attached.

### **School Director**

1. If the accident does involve scholars on one of our daily scheduled routes, the School Director will make arrangements to go to the scene to provide supervisory assistance and determine the need for medical assistance.
2. Contact, as soon as possible on the same day, the parents of scholars involved in the accident. This step also required for co-curricular trips.
3. Direct school nurse to meet with scholars involved to evaluate and report any injury. Contact parents of scholars involved for the completion of any accident reports needed.

## **COMMUNICATION**

- Office of Pupil Transportation: 718-392-8855
- Pioneer Bus Company: 718-931-5450

- Classical Charter Schools: 718-860-4340

## **RESOURCES**

- Two way radio in each bus to contact Office of Pupil Transportation at any point along its daily route.
- First Aid kits.
- Local Emergency Responders: Police 911; Fire / Ambulance 911
- Emergency road flares or reflectors.

## **RESTRICTED USE OF BUILDING**

1. Executive Director/Building Council: Relocate educational program(s) displaced by a contingency which renders all or parts of a building unusable for school purposes.
2. For temporary quarters, consult Building Council.
3. School Director: Revise student transportation system as necessary.
4. School Director/Building Council: Notify staff, scholars, parents, and NYC Department of Education.
5. Executive Director/School Director: Institute recovery as appropriate.

## **UNPLANNED FIRE ALARM**

1. All Building occupants: On sound of any fire alarm, all building occupants shall evacuate building in accordance with established evacuation routes posted in each room. Staff need to be aware that their situational awareness levels needs to increase during an unplanned alarm. Staff should lead all scholars out of the building and to assigned areas. Be vigilant of your surroundings by observing and assessing your environment for threats and taking appropriate action to avoid those threats.
2. Custodial Engineer:
  - a. Summon Fire Department 911 and explain situation.
  - b. If upon inspection, fire is not found at location where alarm was initiated, a Custodian shall be assigned to the location until fire department officials arrive.
  - c. Return building to normal operations.
  - d. Notify School Director or Operations Manager (Ms. Linnehan or Ms. Cuadro)
3. Custodial Team: Investigate source of alarm and confirm evidence of fire. And investigate source and contain fire, if possible or practical. Keep Building Administrator informed of situation.
4. Executive Director: Alert Office of Pupil Transportation of possible need to evacuate scholars and staff to another building.
5. Building Council: Upon fire department's arrival, advise of the situation and follow instructions and keep Executive Director's office informed.
6. Fire Department: Termination of emergency.
7. Executive Director/Building Council: Resume, curtail, or cease building operations as appropriate. Notify staff, parents, and scholars, as appropriate.

## **RESOURCES**

Local emergency responders: Fire/Ambulance 911; Police 911

Chemical inventory with MSDSs located in Building Administrator's Office.

Zoned fire alarm system with enunciator panel if available.

Fire extinguishers serviced and charged.

Transportation System and Transportation Supervisor.

## **SYSTEMS FAILURE**

Upon discovery or detection of Loss of Power, Heat, Water, or Sewage Systems, Gas Leak, Noxious Fumes or Structural Failure, the first person on the scene shall notify the School Director, Executive Director or the Custodial Engineer

1. Custodial Engineer: Evaluate the problem insofar as possible, activate fire alarm if there is any question as to the safety of the building occupants. In the event of a
  - a. GAS LEAK: do not use public address system
  - b. POWER FAILURE: use fire alarm system and emergency lighting
2. Custodial/Maintenance person: Notify the Executive Director
3. Executive Director: Curtail or cease building operations as appropriate, and notify staff, parents, and scholars and issue instructions. Contact Building Council.
4. Building Council: Complete corrective actions and recovery
5. If formal emergency resolution is needed, contact School District Superintendent

## **RESOURCES**

- Local emergency responders: Police 911; Fire/Ambulance 911
- Emergency Two way Radios located in each building in the main office

## **EMERGENCY RESPONSE ACTIONS / FUNCTIONAL ANNEXES**

Classical staff have received specific training in how to respond to crises that may occur on school grounds or during a school function. Staff will direct scholars to respond in a variety of ways depending on the situations listed below. Once administrators and first responders have accurate information to share, staff will be informed via email and scholars will be informed from staff. At this point the Operations Team will send information to parents via Jupiter. Information can then be broadcast via social media, and the school website for parents.

- Early Dismissal
- School Cancellation
- Hold-In-Place
- Evacuate
- Shelter-In-Building
- Lockdown
- Lockout

More specific detail regarding these scenarios are included in the Building Level Emergency Response Plans.

## **EARLY DISMISSAL**

Early dismissal is announced in the event of a system failure such as heating/plumbing/electrical failure that renders the building unsuitable for instructional purposes. Early dismissal may be a viable option for other emergency situations as decided by the Executive Director. The Office of Pupil Transportation will be notified when and where to send buses. Early dismissal will normally follow normal dismissal procedures. Alternate dismissal procedures and/or loading areas will be selected by the School Director or designee.

## SCHOOL CANCELLATION

The Executive Director may cancel school upon prolonged system failures, severe weather, or other unsafe conditions. Scholars, parents, and staff shall be notified using Snow Day closing procedures.

## SHELTER-IN-PLACE

A Shelter-in-Place is called when evacuation of the facility would endanger the health and safety of scholars and staff. **An instruction to shelter scholars and staff requires that all staff and scholars remain inside school buildings.** Building occupants may be directed to simply stay in place or go to the shelter area depending upon the nature and location of the emergency. During sheltering for certain types of air pollution problems, chemical spills, or radioactive emergencies, windows should be closed and ventilation systems should be shut down. Ingestion of food and water should be prohibited during radioactive emissions or chemical spills until school officials receive authorization and instruction from appropriate health officials. Specific procedures for the Hold-In-Place/Shelter-In-Building procedures are found in the Building Level Emergency Response Plans.

### Emergency Communications within Building

During any Emergency Response, building administrators, or their designee will:

- Email staff a brief summary of events when possible (SBC1\_All)
- Speak one of the following messages into each classroom for scholars to text to their parents:

Shelter-In-Building	<p>“We are in a Shelter-In-Building due to inclement weather. At this time, we cannot leave the room and I can’t be signed out at the main office. I will text you further instructions when I can.”</p> <p>“We are safe inside school.”</p>
Hold-In-Place	<p>“We are in a Hold-In-Place at this time and we cannot leave our classroom. The teacher is continuing to teach the lesson and I will provide an update when I can.”</p> <p>“The Hold-In-Place is over and I am on to my next class.”</p>
Lockout	<p>“We are in a lockout. We have normal movement within the class and the building, but all outside activities are cancelled. There is no outside PE or recess at this time.”</p>

## EVACUATION PLAN

These procedures are found in the Building level Safety Plans.

## RECOVERY – DISTRICT SUPPORT FOR BUILDINGS

Classical’s intention is to support and cooperate with the building Emergency Response Teams who are called into action, according to individual circumstances and needs.

## DISASTER MENTAL HEALTH SERVICES

Individual Building Safety Plans include procedures for dealing with crises that necessitate disaster mental health services. The New York Mental Health Department is a resource that can be called upon.