



Cardinal McCloskey Community Charter School

District-Wide Safety Plan
2021-2022

685 E. 182nd Street
Bronx, NY 10457
347-708-0480

Cardinal McCloskey Community Charter School
District Wide Safety Plan
2021-2022

Introduction

This Safety Plan is a District-wide School Safety Plan, developed for Cardinal McCloskey Community Charter School (CMCCS). This plan has been developed by the School Administration in accordance with New York state regulations. This plan will be updated to on a yearly basis prior to the start of a new school year or as required by state regulations.

The planning process will include parents, the NYPD (48th Precinct), school security, school staff, and students as requested.

The goal for the School SAVE Safety Plan are as follows:

- To create an atmosphere and establish best practices that will prevent violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To utilize an effective response plan for all predictable safety situations
- To produce a document that can be used as the basis for informing and training all school constituents in regards to maintaining a safe school environment

Section I: General considerations and planning guidelines

A. Purpose

The CMCCS District-wide School Safety Plan is developed pursuant to commissioner’s Regulation 155.17. A School Safety Team was created and charged with the development and maintenance of a School District-wide School Safety Plan.

B. School Safety Team

CMCCS has a School Safety Team that addresses all safety, emergency response, and post-incident response planning and implementation activities. The School Safety Team is comprised of, but not limited to, representatives from different departments of school personnel.

Name	Title
Jennifer Fedele	Principal
	Director of Operations
Allyn Thompson	Director of Curriculum & Instruction
Grace Bendick	Director of Special Student Services
Christian Adamkievitch	Director of School Culture
	School Social Worker

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Jimmy Martinez	Head of Maintenance
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Responsibilities of the School Safety Team

The committee will act as a Threat Assessment Team with the responsibility to assess the school’s vulnerability to violence and recommend to the School Principal/School Board preventative actions that are necessary. The committee will maintain responsibility for auditing the Safety Plan of the school site to determine its effectiveness and vulnerability. Primary responsibilities will include:

1. Recommending training programs for students and staff in violence prevention.
2. Dissemination of information regarding early detection of potentially violent behavior.
3. Developing response plans to acts of violence.
4. Communicating the Plan to students and staff.
5. Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (SSEC; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.)
6. Making recommendations necessary for change.
7. Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include the 48th Precinct, consultants or District-wide Safety Team Committee or Building Level Team.
8. Recommending improved security measures based on school building inspection results.
9. Conducting annual school building survey of students and staff to identify the potential for violent incidents.
10. Reviewing survey results and recommending actions that are necessary.

C. Concept of Operations

As charter schools are also school districts in and of themselves, the Cardinal McCloskey Community Charter School District-wide Safety Plan is utilized as a framework for the Building-level Emergency Response Plan.

The plans are developed by the School Safety Team, following District-wide Safety Plan guidelines distributed by NYSED, and in consultation with the NYC Charter School Office and Department of Education Charter school office.

In the event of an emergency or violent incident, the initial response to all emergencies at the School will be by the Principal who will activate the School Emergency Response Team. Upon activation of the Emergency Response Team, the school Principal or her/his designee will notify, when appropriate, local emergency officials. City, County, and State resource providers may be called to provide additional services. The president of the Cardinal McCloskey Community Charter School Board will also be notified.

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D. Plan Review and Public Comment

The District-wide Safety Plan will be monitored and maintained by the District Safety Team and reviewed annually on or before the start of the school year. A copy of the plan will be available in the school's main office and on the school website.

Building-level Emergency Response Plans shall be confidential and not 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 District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department as required by law or within 30 days prior to its adoption.

The Board of Trustees must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(xiii). This plan will be made available for public comment at least 30 days prior to its adoption.

The Building-level Emergency Response Plan will be supplied to the New York State Police and the NYPD (48th precinct) as required by law.

Section II: Risk reduction/ Intervention Strategies

Programmatic Prevention/Intervention Strategies

- The Sanctuary Model
- Student and Staff Personalized Safety Plans
- Classroom Community Meetings
- Behavior Interventionist Support
- Counseling Services
- Positive Behavioral Interventions & Supports
- Data collection of incident reports to identify patterns and reduce incidents

The school provides training for staff, students, and families in the Sanctuary Model, a trauma responsive model, that builds individual and community resiliency. As part of the Sanctuary Model, classes start each day with a Community Meeting which enables the staff to check in with each student and assess their readiness to fully participate in the school day. In addition, this practice fosters a caring community that nurtures positive childhood experiences which are shown to improve student outcomes.

The school utilizes a system for reporting potentially violent incidents by students and staff and a system for evaluating the data to inform future practices.

The school discipline code requires that all disruptive behavior be reported to the Principal,

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who will work in tandem with the various community agencies and law enforcement in reporting and investigating incidents. Additionally, the School will complete and maintain SSEC reports as needed as per SAVE after an incident occurs.

Training, Drills and Exercises

Plans are produced for the following situations:

- Fire drill
 - Intruder Alert / Lockdown Drills
 - Code Blue
 - Bomb Scare
- The Principal, Directors, and administrative staff will be provided with walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.
 - The Safety Team will conduct ‘table top’ exercises – playing through the implementation of each situation’s plan.
 - The school will review details of its Safety Plans with all faculty and staff prior to the first day of school annually, 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.
 - The school 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.
 - At least two school staff will be trained in CPR and the use of the AED (defibrillator)
 - The School will conduct the mandated actual safety (fire and intruder alert) drills as follows: fire drills conducted as per the DOE protocol per semester, and one intruder alert drill in September/October and another drill in February/March.
 - The School will schedule the dates and times of drills with local officials as necessary.
 - Just before a drill, the School will contact local officials to announce the drill as necessary.
 - A record and evaluation of each fire drill will be maintained in the Director of Operations office.

Guidelines

- All students and staff in the school must obey fire drill signals and regulations.
- Equal emphasis will be placed on evacuating the school in a quick and orderly fashion. No running or horseplay will be tolerated.
- Fire drills will be conducted under varying circumstances at varying hours and at unannounced times to simulate actual emergency conditions. (For example, one exit should be blocked by closing off the exit area during the fire drill).
- Ringing the fire bell is the usual signal for a drill. However, staff and students

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should be aware of alternate procedures in case of malfunctioning of the bell system. Alternate signals, such as classroom bells, public address announcements, hand bells or messengers, will be used.

- Instructions involving fire drills and evacuation paths to be used will be posted in every classroom, gymnasium/ auditorium, and cafeteria.
- Details of the school's fire drill plan will include the current number of students in holding rooms. Holding rooms are designated areas where physically handicapped students and staff wait for the fire department. The fire department will provide means of egress as necessary. Holding rooms must be left unlocked during occupancy.
- Teachers shall bring with them their attendance record information to ensure the safe evacuation of all students.

Fire Drill Procedures

- All floors will have a Designated Fire Warden to direct students. A warden will be posted at each stairwell door. When everyone has exited the building, it will be the Warden's responsibility to conduct a sweep of the floor to ensure that everyone has exited.
- At the first tone of the alarm the children will be instructed to stand and line-up.
- Upon exiting the classroom, each teacher will be responsible for taking with him/her the folder containing that day's attendance sheet, student contact lists, and the provided "Go Bag".
- The classrooms closest to the front exit doors will exit first.
- The security personnel will ensure that all students and teachers are assembled in the agreed location.
- Once the fire drill has been completed everyone will be instructed to reenter the building in the same orderly manner.

Fire Safety Protocols

All students and staff must be evacuated when the alarm is sounded.

Teachers and all other school staff will receive an orientation session concerning fire safety. Items to be covered at the meeting will include, but are not limited to, the following:

- Staff will familiarize themselves and be aware of methods of transmitting an alarm, including telephones, fire alarm boxes in the school building, and street fire alarm boxes. Pull lever stations for the interior alarms that are at various locations in the school building
- Staff will be informed of the location and proper use of fire extinguishers and other firefighting apparatus. The Principal must be certain that all

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school personnel know the location of the fire alarm signal boxes located in the school and know how to operate them.

- Staff will be informed of regulations regarding flammable materials. Stage settings, decorations, use of electrical equipment, chemical substance in laboratories, and other potential fire hazards.
- All school staff and students should be completely familiar with fire exit drills and evacuation plans.
- Building inspections shall be conducted daily by the Custodian Supervisor, with particular attention given to the presence of fire hazards, proper equipment, access to fire doors, and visibility of signs.
- All exit doors must be able to be readily opened from the inside whenever the building is occupied. The chaining or padlocking of fire doors is a punishable violation of the administrative and fire safety codes.
- Signs prohibiting use of elevators during fire drills and emergencies shall be posted near elevators and shall provide information regarding stairway exits.

Implementation of School Security

School Security roles at CMCCS are expected to be as follow:

- School Security: one dedicated security guard, located as follows:
 - During the school day, one security guard will be located at the front entrance door.
- School staff will monitor hallways before and after school, and during class times as needed.
- Security cameras located throughout the school building will be used to continuously monitor hallways, stairwells, and other areas (not including classrooms or restrooms).
- The front doors of the school will be locked at all times
- All school visitors will be required to show identification upon entering the school building, and to wear a visitor nametag while in the school.
- As appropriate, visitors will check-in in the main office and the school staff member will be notified.
- The visitor will be escorted to their destination by a staff member as appropriate.
- 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.
- School security personnel/contract agency will participate in the review of the School Safety Plan as needed

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Vital Education Agency Information

'Student Emergency Contact' Binder with Emergency Contact sheets for each student will be in the main office.

An updated School Staff contact list (with cell phone numbers) will be maintained by the Operations Team and placed within the School 'Emergency/Safety' Binder.

This binder will also contain:

- list of all local emergency contact names and numbers (police, fire, hospital, Board members)
- Emergency Contact Information for all School Staff
- Demographic sheet of school (# of students, # of staff, organization chart)

Hazard Identifications

Through a walk-through and in consultation with School Administrators and School Security Staff, the School Safety Team identified the following potential emergency sites and situations:

Potential Emergency Site	Related Potential Emergency Situation
School building- stairwells, gym, cafeteria, hallways, restrooms	Student confrontation, accidents, medical illness, emotional distress
School Courtyard	Utilized for staff parking and student drop off and pick-up; Student confrontation, accidents, medical illness, emotional distress
Bus Drop off & Pick Up Area	Public sidewalk used by the general public; Student confrontation, accidents medical illness, emotional distress
Rooftop Play Area	Student confrontation, medical illness, accidents, emotional distress, kidnapping
School buses	Student confrontation, medical illness, accidents, emotional distress
Off-site Field Trips	Student confrontation, accidents, medical illness, emotional distress, missing students, kidnapping

Code Blue: AED/CPR

All trained and certified responders (ONLY) will report to the location identified in the Code Blue

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Announcement.

- Check the scene for safety; check the ill person
- Call 911 immediately
- Check for breathing for 5-10 seconds
- If no breathing, begin CPR with Chest compressions (rate of 100 per cycle)
- Use AED as soon as available
- Turn on AED, follow directions, apply pads to chest.
- Do NOT stop CPR until AED is ready for use
- Continue CPR/AED until EMS arrives

Intruder Alert / Lockdown- Response

Phase I (first 10 minutes)

- Team Response- PA system Staff is alerted to secure their rooms
- Response Team to the office
- Get information from witness
- Call for help (911)
- Send first aid / response team to location

Phase II (Next 50 minutes)

- ½ of Response Team checks on victim/scene
- Wait for “All Clear”
- Account for all staff/students in the building
- Notify victim’s family

Phase III (rest of the school day)

- Appropriate medical care for injured
- Check-in with staff and students (debrief of events)
- Follow up on injured

Phase IV (every day thereafter)

- Review response protocol
- Provide support and counseling

Procedures for Bomb Threats

A person receiving a bomb threat by telephone or other means or who finds a suspicious device on school property shall inform the Principal/Director immediately.

Upon learning of the bomb threat, the Principal/Director shall alert local law enforcement, utility companies and the Board Members.

The school administrators have knowledge of the Bomb Threat Standards and will utilize the *FBI Bomb Call Checklist* in making a determination of the exact nature of the

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situation. The following procedures will be followed in the event of a bomb threat:

- Call 911 immediately.
- Actions such as searches, evacuation, sheltering and early release will be considered.
- Parents will be contacted via text messaging and phone calls.

Upon learning of the bomb threat, the Principal/Assistant Principal, in consultation with law enforcement shall:

- Evaluate the credibility of the threat
- Decide whether to direct a search of the building; and
- If so, decide whether the search should be conducted while the building is occupied or after it has been evacuated. In so doing, the Principal shall resolve all doubts in favor of finding the threat credible, a search necessary and prior evacuation necessary.

After deciding which course of action to follow, the Principal/Assistant Principal shall activate the school safety response team.

Evacuation

The Principal/ Director, in consultation with the school safety response team, shall decide on the extent to which the building will be evacuated. The decision shall be either:

- To assemble all building occupants in one location, such as the gymnasium;
- To evacuate just a portion of the building;
- To evacuate the entire building to a particular site or sites no less than 300' from the building; or
- To dismiss students and/or staff for the balance of the day. Principal/Director will inform staff immediately of the decision to evacuate.

Staff are not to touch any object found to be suspicious and report it to the Principal/Director/ School Safety Team who will report it to law enforcement.

- ✓ The Principal or designee shall direct appropriate personnel to turn off gas and other fuel lines at intake.
- ✓ The Principal or designee shall decide whether electric power to the building should be turned off.

The Principal/Director, in consultation with the School Safety Team, shall decide on the extent to which the building will be searched.

After a Bomb Threat

1. Investigation. The Principal/Director, and all other school personnel, shall cooperate with law enforcement personnel involved in investigating a bomb threat.

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2. Discipline. Any student involved in the making of a bomb threat, in addition to any penalty imposed by law, shall be subject to disciplinary action by the school, up to and including expulsion subject to the school's student discipline policy.

Hostage Taking

The following procedures will be used in the event of a hostage situation:

- The first person aware of the situation will immediately notify the principal's office and Security Supervisor.
- 911 contacted immediately.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will turn over the authority to the police upon their arrival at the scene and assist as requested.
- Parents will be contacted via text messaging and phone calls.

Intrusions

The following procedures will be implemented in the event of an intrusion:

- The first person, other than the Principal, becoming aware of an intruder or suspicious person will immediately notify the principal's office.
- Security will approach the intruder to determine the nature of their visit and ask for identification.
- Security will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. Security will ensure that the individual(s) has/have exited the building and property. The staff will be alerted to prevent unauthorized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the New York City Police Department will be notified. Security will dial 911 immediately.
- If the situation escalates, an alert will be issued and the PA system will be utilized to initiate a lockdown.
- Facility will be evacuated as necessary.
- Parents will be notified via text message, phone call and email in the event of a lockdown.

Kidnapping

The following procedures will be used in the event of a kidnapping:

Kidnapping during School Hours if Student Attendance IS Recorded

- During school hours, when a student has already been documented as present, the first person aware of a kidnapping or missing student will immediately notify Security and the principal's office who will obtain the

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student’s information. School building staff and Security will search the building and also utilize the PA system.

- Notify the parent/guardian if the student(s) is/are not found after school search.
- Contact 911 immediately.
- The school principal will turn over the investigation to the police upon arrival and assist as requested.
- No information is to be released to the media.
- Parents will be notified immediately when the child is located.
- Parents will be contacted via text messages and phone calls.

Responses to Environmental Problems

An emergency caused by a naturally occurring or man-made environmental problem requires an appropriate response by school officials. The following specific situations or occurrences are addressed in this section: air pollution drought, earthquake, flood, oil gasoline spill, snow storm, hurricane, thunderstorm, tornado, toxic spills and water contamination.

The guiding principles for response are protection of life first, then the preservation of property, including restoration to normal activities. The fire department, local police, State Emergency Management Office, Federal Emergency Management Office and/or environmental specialists will communicate, evaluate, and make the necessary arrangements with the Principal or his/her designee, the Chief Executive Officer and the Director of Facilities, for control, clean up, remediation, and disposal of any materials, if needed.

Responses to Medical Emergency

A medical emergency is the result of a minor or major illness or injury to an individual(s) and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Emergency guidelines are included in this section for the following:

Allergic Reaction	Animal Bite
Bleeding	Blow to the Head
Broken Bones	Burns
Choking	Diabetic Shock
Drowning	Electric Shock
Epidemic	Epileptic
Convulsions	Food Poisoning
Heart Attack	Respiratory Arrest

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School Bus Accident	Fire Shock
Chemical/Toxic Exposure	

The guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond the treatment that will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of a parent or legal guardian. Any effective medical emergency program should be based on medically and educationally sound procedures. Some of the components of such a program are:

Signed instructions for emergencies from parents, and /or legal guardians should be available, including name and date of birth of the child; name, address and telephone number where one or both parents may be reached at home and at work; name, address, and telephone number of another person who has agreed to care for the child if the parent or guardian cannot be reached; name, address, and telephone number of the family physician, a list of medical problems, allergies, and daily medication needs, and any special condition which should require special handling. This information is requested of parents on the student emergency card.

The Principal will ensure that all school personnel and students are informed of the location of the school nurse. The telephone numbers of specific emergency services and individuals will be posted conspicuously near each telephone. These may include school physician, fire department, police, hospital, ambulance, poison control center, etc.

A list will be maintained by the Principal of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, allergy to bee stings, etc.

Written instructions in first aid procedures will be available to all school personnel. Each teacher should have a copy in his or her room for reference. Copies will be posted in the health office, food services area, maintenance department and administrative office.

Responses to Implied or Direct Threats of Violence Implied or Direct Threats

In accordance with Section 155.17(e)(l)(iii), the CMCCS District-wide Safety Plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The CMCCS maintains a high standard of behavior from its students, faculty and staff as well as visitors to the school facility and grounds.

In the event of an implied or direct threat of violence, the following protocol will be implemented:

The threat will be reported to the Principal or his designee, either directly or through a member of the school staff.

The Principal or his designee will immediately investigate the report of an implied or direct threat. Such investigation will involve interviewing witnesses to the threat, including students and/or staff, as appropriate to the nature of the threat.

The Principal will use the information collected during the initial investigation to make a determination as

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to the threat's degree of severity. Input from school-based mentalhealth professionals, as well as the prior behavior of the individual implying or issuing the threat, will be considered in making this determination.

If the threat's degree of severity is determined to be minor, the individual implying or issuing the threat will be provided with a warning. If the individual is a student, his/her parent or guardian will be contacted by the Principal or his/her designee and will document the incident in a letter to the parent or guardian.

If the threat's degree of severity is determined to be major, the local law enforcement agency will be notified and asked for their assistance in completing the investigation and addressing the implied or direct threat. The student will be suspended from school for a period of time consistent with the school's disciplinary policy. Parent contact and written documentation will be implemented as for a minor threat.

Responses to Acts of Violence

In accordance with Section 155.17(e)(l)(iv), CMCCS has developed the following protocol in the event of an act of violence. It will be implemented through a six-step sequence:

Step 1 - The act of violence will be reported immediately to the Principal or his/her designee.

Step 2 – Injured parties will be provided with medical attention as necessary

Step 3 - The Principal or his designee will respond immediately to the act of violence, depending upon the nature of the violent act, in a manner that attempts to ensure the safety of all students and adults in the building. Based upon the available information, this may include reporting to the location of the violent act and addressing the violent act, implementing efforts to isolate the individual if possible, as appropriate. It may also involve initiating the procedures for a building lockdown or "shelter in place" procedure and contacting area police agencies to request their assistance.

Step 4 - Once the area has been secured either by school or police personnel, depending upon the violent incident, the police personnel and/or the Principal or his designee will immediately investigate the act of violence. For the Principal or his designee, such investigation will involve interviewing witnesses to the act of violence, including students and/or staff, as appropriate to the nature of the violent incident.

Step 5 - If the individuals involved are students, their parents or guardians will be contacted by the Principal or his designee and will document the incident in a letter to the parent or guardian. The students will be subject to disciplinary action from school for a period consistent with the school's Discipline Policy. In consultation with area police agencies, legal action against the individuals committing the act of violence may

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be pursued, depending upon the nature of the incident.

Step 6 – The school safety team will convene within 48 hours to conduct a situation debrief/postmortem. Feedback from staff, students, security and all involved parties will provide feedback that may be utilized to amend future plans as necessary.

Evacuation Procedures Sheltering Sites (internal and external)

Each school building has a cafeteria and gymnasium that could be used for sheltering purposes. Food would have to be brought in from other sources for a prolonged period of time. Moreover, there is telephone communication throughout the building and the school office has hand-held radio communication.

In the case national emergency or severe weather conditions, or other type of emergency requiring persons to stay in the building, the Principal shall initiate the necessary actions upon notification that his school is threatened. Students, faculty, and other employees at the school will go immediately to their designated stations previously assigned. During certain conditions, the nature of the emergency may demand that students and staff be evacuated from the facility. They will then be moved to and housed in another alternate location.

The School Director, Assistant Director of Curriculum & Instruction or Director of Operations will notify the area media to inform the parents of the evacuation, of the site location for student transportation or pick up, and of the timetable for dismissal. Upon arrival at the alternate site, students will be directed to a specific location. Each teacher will take attendance and forward the record to the Principal or his designee. If conditions permit, the students will be returned to the school for a normal dismissal.

The local police and fire departments will be notified.

The Principal will notify the appropriate official(s) at the off campus alternative site(s).

Teachers will assemble students at the designated assembly site outside the evacuated school building.

Parents will be contacted via text messaging and phone calls.

Teachers/staff will be dispatched to the alternative site(s) to prepare receiving areas.

Teachers will walk students to the designated alternative site, take attendance, and report attendance to the Principal and his designee.

Dismissal from an Alternate Site

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If parents arrive to pick up their children, they will give the name and grade of their child to the staff member assigned to monitor the entrance of the alternate site location and then be directed to the correct area for pick up. Buses will arrive at the alternate site location to transport children to their after-school destinations on a schedule to be determined by the situation requiring the evacuation. If the crisis persists past 2 P.M., children will have to wait for the normal dismissal schedule in order to be transported from the alternate site location. At the alternate site location, the Principal or his designee will be inspected to ensure all children have evacuated. Upon final building inspection, school personnel will be released by the Principal or his designee on a need basis.

School Cancellation and Early Dismissal Plan

In accordance with Section 155.17 (e)(l)(ii), the education corporation established responses for emergencies, including the cancellation of classes, early dismissal, evacuation, and sheltering.

Cancellation of Classes and Notification of "No School"

If severe blizzard, heavy snow storm, ice conditions or flooding occur during the night which make driving hazardous, and such conditions are known by 6 AM, a "No School" announcement will be made via text alerts and calls to the parents.

Dismissal during School Day

If, during the school day, weather or another situation threatens and/or develops that would jeopardize the health and safety of the school children, the school may be closed earlier than the usual dismissal time. In that event, the parents and the bus company will be notified. Either parents or buses will transport the children to their after-school destinations in the usual afternoon dismissal order. Parents will then expect their children to arrive home before the regular arrival time.

Responses for different types of crises should be planned in advance and reviewed, updated, practiced periodically. The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. CMCCS Board of Trustees and the administration will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

Investigation of Incidents

After the incident has occurred the School Safety Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.

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- Consider changes in controls, policy, and procedures.

Follow-up:

The education corporation recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-and private consultants as necessary.

Procedures to coordinate resource use - In accordance with Section 155.17(e)(l)(x) CMCCS has prepared a listing of all resources available to the school is located in the Emergency Response Plan. This includes the emergency equipment available such as batteries, food supplies, water, fire extinguishers, etc. Emergencies requiring transportation, the school will contact both the schools district and bus companies.

In the event of an emergency, phone numbers are listed for the emergency first responders (911). In addition, in the event of an emergency, the Principal has been authorized to afford maximum protection that is reasonably attainable for all students, staff and facilities. This includes the development and implementation of an emergency plan for the protection of all students, faculty and all buildings and grounds and the physical assets of the school.

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school may need to obtain assistance from local government agencies. During an emergency, the Principal or designee will contact 911 to obtain emergency services. Other agencies may be contacted to obtain assistance include the Red Cross, Fire Department, New York City Office of Emergency Management, New York City Department of Mental Health, private industry groups and religious organizations, amongst others. For specific assistance beyond the scope of the school’s resources, the New York City Office of Emergency Management will coordinate with State and Federal agencies and assist in all post- incident response. These contacts are delineated below:

Fire Department – Engine 88 Ladder 38	718-999-2000
Child Protective Services	800-635-1522
Poison Control	800-222-1222
48 th Precinct	718-299-3900

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School Principal	347-708-0480
President of Charter School Board	347-708-0480
Nearest Hospital (St. Barnabas)	718-960-9000

Emergency Agencies & Services

Arrangements for obtaining assistance- In accordance with Section 155.17(e)(l)(vii), it has been determined that for **ALL EMERGENCIES**, dial **911**. This includes police, fire and ambulance. The Principal, or his designee will be the individual responsible for initiating contact.

Disaster Mental Health Services

Following a serious act of violence or other disaster in the school, employees, counselors, students, police and other emergency respondents, witnesses, and the family of these individuals often suffer from stress-related ailments such as insomnia, depression, anger, headaches and ulcers. These conditions translate into higher rates of absenteeism and turnover, as well as reduced school and job performance. Much of this suffering and loss can be reduced if the affected individuals receive debriefings from experienced counselors 24 to 72 hours after the traumatic incident.

The education corporation, under the direction of the Principal, will facilitate the coordination of disaster mental health resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross. The school will also contract with private agencies to offer more on-site individualized services to affected students and families.

Protocols for Declared State Disaster Involving a Communicable Disease

In the event of a state ordered reduction of in-person workforce the following positions are deemed essential. These designations may change based on NYSED, NYDOH guidelines. Administration, instructional staff, and maintenance staff will be deemed essential workers. These workers are deemed essential as it is necessary that they are in the building to insure instructional practices are maximized to meet the needs of the school's students.

For all non-essential employees or in the event that the above-mentioned employees are required to work remotely the following steps will be taken:

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- All staff will be provided with the technology required to perform the functions of their position remotely
- All staff will be provided access to the school's IT provider CTS to insure all technology including hardware and software and the transferring of office phone lines will take place as applicable to each individuals' role.
- In the event that staggered work shifts are required a schedule will be developed and shared with all employees to allow employees to perform their work in a safe environment. That schedule will include time for appropriate cleaning/disinfecting of work areas as dictated by all applicable laws and regulations.
- The school will procure all necessary personal protective equipment to minimize the exposure to hazards including gloves, masks, face shields, foot and eye protection, and gowns and aprons. A two-month reserve supply of this equipment will be purchased in advance and stored according to the products requirements. All staff will be made aware of the availability of the supplies and their location. In the event that these items are utilized the operations team will monitor the inventory and initiate procurement of replacement materials in a timely manner so the school will have a steady supply of equipment.
- In the event an employee is exposed to the known case of the disease or exhibits symptoms, or test positive the following steps will be taken to prevent the spread of contraction in the workplace.
 - The Principal will notify state and local health departments and cooperate with contact tracing efforts, including potential contacts, such as workers or visitors who had contact with the individual while maintaining confidentiality required by state and federal laws and regulations.
 - The work station/site of the employee suspected of exposure will be disinfected according to guidelines provided based on the specific illness. These areas will include, but not be limited to common areas such as bathrooms, hallways and open office and classroom areas that the employee may have had reason to inhabit.
 - Workers will be provided access to the human resources contractor, TriNet, to adhere to all regulations regarding the potential for available leave for testing, treatment, isolation or quarantine. The protocols will not violate any existing federal, state, or local laws regarding sick leave or health information privacy.
- All employees will be required to complete an online timesheet to maintain each employee's work locations and hours. This will include all work-related travel. This online time sheet will be utilized for contract tracing purposes and to facilitate the communication of all resources that may be available.
- As part of the process of protecting employees from the spread of communicable illnesses the following procedures will be implemented:
 - Mandatory health screening assessments will be conducted daily including temperature checks, and questionnaires based on the primary symptoms related to the disease.
 - Signage will be posted throughout the worksite to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of personal protective equipment, and cleaning and disinfecting protocols.
 - Limit the sharing of objects and discourage touching of shared surfaces, or when in contact with shared objects or frequently touched areas, wear gloves or sanitize and wash hands before and after contact