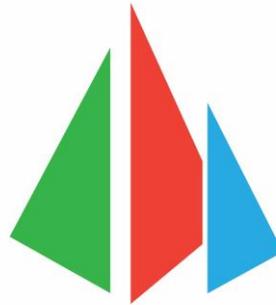


Riverhead Charter School

2019-2020

School Safety Plan



RIVERHEAD
Charter School

Table of Contents

Introduction

General Considerations

Purpose

Identification and purpose of school safety team

Concept of Operations

Plan Review and Public Comment

Mission and Goals

Risk Reduction/Prevention and Intervention

Prevention/Intervention strategies

Facilities Initiatives

Training, Drills, and Exercises

Hazard Identification

Notification and Activation (Internal and External Communication)

Responses to Acts of Violence: Implied or Direct Threats

Early Detection of Potentially Violent Behavior

Emergency Assistance and Advice from Local Government

Operational Guidance

Initial Response

Responses to Prime Emergency Situations

Emergency Plan Chain of Command

National Terrorism Advisory Systems

Organization and Assignment of Responsibility

Recovery

Riverhead Charter School
School Safety Plan

Introduction

The Riverhead Charter School comprehensive school safety plan (as required by the SAVE Law - Safe Schools Against Violence in Education - Commissioner of Education Regulation 155.17) has been established to provide for the safety, health, and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses the risk reduction/prevention, response and recovery with respect to a variety of emergencies which may occur in Riverhead Charter School and its component school buildings.

The Riverhead Charter School supports the SAVE legislation, and intends to facilitate the planning process. The Superintendent encourages and advocates on going school wide cooperation and support of Project SAVE.

General Considerations

A. Purpose

The Riverhead Charter School school safety plan was developed pursuant to Commissioner's Regulation 155.17. The members of the team and their positions or affiliations are as follows:

B. Identification and Purpose of School Wide Safety Team

Name	Title
Raymond Ankrum	Superintendent
Nicola Graham	Director of Finance and Operations
Aimee Lomonaco	Board President
Maria Ramirez	Administrative Assistant
Magda Talik	Administrative Assistant/Parent
Cynthia Gaie	Social Worker
Kathy Haff	Nurse
Thomas Ferreri	School Custodian
Partrick McKinney	MS Principal
Nick Timpone	Director of Academics

The Riverhead Charter School school wide safety team will act as an advisory team to the Board of Trustees and the Superintendent and is responsible to assess the

vulnerability of the Riverhead Charter School to violence and recommend to the Superintendent and School Board preventative actions that they feel necessary.

C. Concept of Operations

- The school wide safety plan is implemented in each building as a matter of protocol. The activation of the plan triggers the notification of the chain of command and assessment of the activation of elements of the plan.
- The School wide safety plan was developed through analysis of the local environment, emergency potential and available resources. The plan has been developed to address the specific needs of Riverhead Charter School and the community.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual building will be by the building level safety team. The building principal is responsible for notifying the Superintendent, or the highest ranking person in the chain of command. This notification shall be accomplished through the use of telephone or the school's radio network. All responses are outlined in each building emergency plan.
- Upon activation of the Building-level Safety team, the Superintendent or his/her designee shall be notified and, where appropriate, local emergency officials shall be notified.
- County and State resources supplement the school's emergency action planning in a number of ways:
 - State and local law enforcement can provide building reviews and employee training.
 - Local law enforcement and emergency services may participate in planning and training exercises and develop strategies for managing building level emergencies.
 - A protocol exists for the school to use certain facilities for sheltering during time of emergencies
 - A protocol exists for the use of community mental health resources during post incident response.

D. Plan Review and Public Comment

- This plan shall be made available to the public and shall be adopted by the Board of Trustees pursuant to Commissioner's regulations.
- Full copies of the School Wide Safety Plan and any amendments shall be made available to the New York State Education Department via the School's website or upon request.
- This plan shall be reviewed periodically and maintained by the School Wide School Safety Team. The required annual review shall be completed on or before September 1st of each year after its adoption by the Board of Trustees.

E. Mission and Goals

- The mission of Riverhead Charter School in an emergency/disaster is to protect lives and property, respond to emergencies promptly and properly, coordinate with local emergency operation plans and community resources and aid in recovery from disasters.
- The goals of the Riverhead Charter School are to provide emergency response plans, services, and supplies for all facilities and employees, ensure the safety and supervision of students, faculty, staff and visitors to the school, restore normal services as quickly as possible, coordinate the

use of school personnel and facilities and provide detailed and accurate documentation of emergencies to aid in the recovery process.

Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

- Program initiatives in Riverhead Charter School may include but are not limited to:
 - Town Hall Meetings
 - Grade Level Meetings
 - Character Development Programs
 - Peer Mediation
 - Special assemblies from outside groups
 - Anti Bullying awareness activities
 - Intervention counseling
 - Teacher Workshops
 - School Code of Conduct

B. Facilities Initiatives

- The school has attempted to enhance the security of its facilities through a number of initiatives. Appropriate school building security measures and procedures have been determined by the Superintendent after review of school building procedures and practices, security surveys, and building level occupant surveys. Based on these findings, Riverhead Charter School has implemented the following security measures:
 - Riverhead Charter School has held security assessments of all school buildings conducted by school administration and local law enforcement agencies.
 - School buildings operate in a lock out mode. All exterior doors, lobby doors and classroom doors remain in a locked position.
 - Visitor screening process through the use of live video cameras, an entrance interview protocol, and live audio/video intercoms with integrated door locking buzzer systems.
 - Scheduled visitors are screened additionally by the main office to confirm identification and visit. Visitors must be prepared to show photo identification to sign in and receive a visitor pass. Only verified visitors who have obtained a visitor pass are permitted into the building.
 - Upgrades to advanced Public Address System, allowing for any individual to access the PA and initiate a lockdown from any room in the building.
 - “Stop the Bleed” training provided to faculty and staff on life saving first responder tactics.
 - Close collaboration between community first responders to ensure a coordinated response between law enforcement, fire, and EMS agencies.
 - Impromptu drills and any other methods deemed necessary and constantly review our current practices.

C. Training, Drills and Exercises

- The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Riverhead Charter School has established policies and procedures for

school safety training for students and employees. Training includes:

- Each school building conducts bus, evacuation and lockdown drills throughout the course of the year in compliance with SED schedule for the purpose of familiarizing students and employees with emergency procedures.
- The Riverhead Charter School recognizes the critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, Riverhead Charter School will invite local agencies to participate in and help evaluate all exercises.

D. Hazard Identification

As part of each building level emergency response plan, each building level safety team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not limited to all school buildings, playground areas, and properties adjacent to the school, buses and off site field trips. Specifically defined areas of current concern include:

- Middle Country Road
- Hazard Specific Response Guidelines have been embedded in each of the building level safety plans. Hazard Specific Responses include Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards.

E. Notification and Activation (Internal and External Communication)

Immediate contact with the local law enforcement authorities is crucial in the event of a threat/act of violence. Each school has established contact with their respective law enforcement agency and is documented in the building level plan. Internal communication protocols are delineated in said plan. Notification of parent and community members will occur through the use of Emergency Notification System, television and/or school website.

F. Responses to Acts of Violence: Implied or Direct Threats

Any incident of an implied threat shall be reported to the building principal or designee. Protocols and responses to bomb threats, hostage taking, intrusions and kidnappings are specified in the building level plans. Notification of parents/guardians will occur through the use of Emergency Notification System in the event of a violent incident or an early dismissal.

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.) should be reported immediately and documented. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will not be reprisal for reporting their concerns. Incidents will be reported as follows:

The school building principal/administrator or designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Relationships have been established with local law enforcement and other emergency response agencies at the building level.

Once an incident has been reported, and depending on its severity, the school building principal/administrator or designee will:

- Report it to the police department by calling 911
- Secure the area where the disturbance has occurred
- Inform the Superintendent
- Ensure the physical safety/medical management of student/staff remaining in the area as soon as possible
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and it is safe to remain. If necessary, evacuate or shelter as per the school building emergency response plans.
- Provide incidents debriefing to student/staff as needed. Notify parents via the emergency notification system.

Riverhead Charter School recognized 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 will be provided with appropriate medical and psychological treatment and follow up.

The school wide safety team is responsible for ensuring that an initial school building security analysis is conducted and periodically re evaluated.

G. Early Detection of Potentially Violent Behavior

The school wide safety team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early signs of potentially violent behavior and early intervention/prevention strategies.

H. Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, Riverhead Charter School may need to obtain assistance from local government agencies. During an emergency the Superintendent/Building Principal of designee will contact 911 to obtain emergency services. Other agencies may be contacted to obtain assistance may include the Red Cross, Fire Department, Police Department, Suffolk County Department of Mental Health, Religious Organizations, among others.

Operational Guidance

A. Initial Response

- School personnel are usually first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the emergency until it is resolved and transfer command and incident management to the appropriate emergency responder agency with legal authority to do so. They will seek guidance from state and federal agencies where appropriate.
- The building principal will responsible for activating the building level emergency response plan and the initial response which may include:
 - **Shelter in Place:** Used to shelter students and staff inside the building
 - **Hold in Place:** Used to limit movement of students and staff while dealing with short term emergencies.
 - **Evacuation:** Used to evacuate students and staff from the building
 - **Lock-out:** Used to secure school buildings and grounds during incidents that pose imminent concern outside the school.
 - **Lock-down:** Used to secure building and grounds during incidents that pose an immediate threat of violence in or around the school

- Explosive/Bomb Threats: Issues such as searches, pre clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the building Plan.
- Hostage Taking: The following response actions will be taken:
 - The first person aware of the situation will immediately notify the principal's office and call 911.
 - The school principal or designee will issue the appropriate alert if necessary and isolate the area.
 - The school principal or designee will notify the Superintendent. No response will be given to the media at this time.
 - The school principal or designee will turn over authority to the police upon their arrival and assist as requested.
- Intrusions:The following response actions will be taken:
 - The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
 - The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
 - The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
 - If the individual(s) refuses to leave, inform them that they are in violation of the law and the police will be notified.
 - If the situation escalates, plain language will be utilized to notify all teachers to lock doors. Once the code is announced, administrators will evacuate students who have been locked out of their classrooms or are in public areas.
 - The Superintendent will be notified so appropriate resources can be made available.
 - The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.
- Kidnapping: The following response actions will be taken:
 - During school hours, when a student has already been documented as present, the first person aware of the kidnapping or missing student will immediately notify the principal office who will obtain student information. School building staff will search the building and utilize the public announcement system.
 - Superintendent will be notified.
 - Parent/guardian will be notified. If the student is not found, police will be notified.
 - 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 immediately notified if the student is located.

B. Emergency Plan Chain of Command

The Riverhead Charter School recognizes that in the event of an emergency and in order to implement effectively any emergency plan/protocol, it is necessary that a definite person be in charge of implementing said plan/protocol. The chain of command is as follows:

1. Superintendent
2. Director of Finance of Operations
3. Middle School Principal
4. Elementary Principal

The Superintendent and/or designee will initiate emergency procedures for the school:

Emergency "Go-Home" Plan

1. The decision to begin "Go-Home" plan rests with the Superintendent or his/her designee.
2. The Superintendent will notify the building principal(s) or their designee and contact bus transportation companies.
3. All staff shall be maintained until dismissed by the building principal or his/her designee.
4. Student emergency contact information will be used to determine the manner in which a child will be released by the building principal or his/her designee.
 - a. send home child as usual
 - b. send home child to parent's designee
 - c. maintain child at school until parent or written designee picks him/her up

Emergency Evacuation Plan

1. The decision to begin an Emergency Evacuation Plan rests with the Superintendent or his/her designee.
2. The Superintendent shall notify the building principal(s) or their designee and contact bus transportation companies.
3. Using normal Fire Drill Procedures for a building evacuation all students and staff will exit the building.
4. Dismissal home will occur at new sites.
5. The Superintendent or his/her designee will notify local law enforcement. Parents will be notified via Emergency Notification System.

Emergency Shelter Plan

1. The decision to establish an emergency shelter plan rests with the Superintendent or his/her designee.
2. The Superintendent or his/her designee shall notify the building principal(s) if students are to be sheltered beyond the regular school day.
3. The Red Cross and County Emergency Disaster Office will be notified and asked to provide food, water and first aid.
4. All staff will be required to remain and supervise pupils until dismissed by the Superintendent or his/her designee.

Emergency School Cancellation Plan

1. The decision to begin the school cancellation plan rests with the Superintendent or his/her designee.
2. The Superintendent shall notify the Board of Trustees and the building principal(s).
3. The Superintendent or his/her designee shall activate the Emergency Notification System.
4. This procedure is only valid for the day it is activated.

Organization and Assignment of Responsibilities

School Wide Safety Team

The School Wide Safety Team provides guidance and direction for school safety programs and emergency response and recovery operations.

Assignment of Responsibility

For most emergency functions, successful operations requires a coordinated effort from a number of personnel.

Responsibilities

A. The Board of Trustees

- Establish objectives and priorities for the school safety program and provide general policy guidance on the conduct of that program.
- Review school construction and renovation projects for safety.

B. The Superintendent

- Initiate, administer, and evaluate all safety programs to ensure the coordinated response of all buildings within the system.
- Assign resources to various sites for specific needs.
- Authorize immediate purchase of outside services and materials needed for the management of emergency situations.
- Implement policies and decisions of the governing body relating to emergency management.
- Coordinate the use of building(s) as public shelter(s) for major emergencies occurring in the city or county.
- Coordinate emergency assistance and recovery.

C. The School Principal(s)

- Ensure that the plan is coordinated with the school's plans and policies.
- Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- Conduct drills and initiate plan revisions based on outcomes of drills.
- Assign school emergency responsibilities to staff as required.

D. Teachers Will:

- Participate in drills and trainings.
- Direct and supervise student's enroute to pre designated safe areas within school grounds or to an off site evacuation shelter.
- Visually check rooms and areas along the path of exit for person who may not have received the evacuation notice.
- Maintain order while in student assembly area.
- Verify location and status of every student.
- Establish a buddy system for students and teachers with disabilities.
- Remain with assigned students throughout the duration of the emergency, unless otherwise assigned.

Recovery

Reestablishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communications methods to keep the school community aware of the transition process.

The team will respond in crisis situations to help provide disaster mental health services.

Depending on the scope of the situation, the Suffolk County Emergency Management Office may be contacted to help coordinate a County or State-wide effort.