RIVERHEAD CHARTER SCHOOL · CALVERTON, NEW YORK

School-Wide School Safety Plan, 2026–2027

Riverhead Charter School's public safety plan, organized in the New York State Education Department district-wide format under Education Law §2801-a and Commissioner's Regulation 8 NYCRR §155.17. It covers the Elementary, Middle, and High School buildings.

3685 Middle Country Road, Calverton, NY 11933 Main office: **631-369-5800**

Chief Emergency Officer: **Raymond Ankrum, Superintendent**

In an emergency, dial 911. Then contact the Main Office at 631-369-5800.

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SECTION I

General Considerations and Planning Guidelines

A. Purpose

This plan sets out how Riverhead Charter School (RCS) prevents, responds to, and recovers from emergencies and acts of violence on its campuses. It is the school-wide framework that each confidential Building-Level Emergency Response Plan follows. It is reviewed every year and updated as needed.

B. School-Wide Safety Team

The Superintendent appoints the School-Wide Safety Team. It includes administrators, teachers, families, and representatives of local law enforcement and emergency services.

NAME	ROLE
Raymond Ankrum	Superintendent; Chief Emergency Officer; Media Coordinator

Nicola Graham	Chief Finance Officer; Fire, Police & Medical Coordinator
Patrick McKinney	Chief of Schools
Lilla Debowski	Operations Manager
Shalyse Jones	High School Principal
Katherine Gang	Middle School Principal
Taylor Henninger	Upper Elementary (Grades 3–6) Principal
Samantha Camillery	Lower Elementary (Grades K–2) Principal
Aimee Lomonaco	Board of Trustees representative
Parent, teacher, and local law enforcement / fire representatives	Appointed annually

C. Concept of Operations

- The first response to any incident in a building is made by that building's Emergency Response Team, led by the building administrator.
- The Superintendent, as Chief Emergency Officer, coordinates communication among staff, law enforcement, and first responders.
- When police or fire officials arrive, command passes to them, and RCS staff support a Unified Command consistent with the National Incident Management System (NIMS) and Incident Command System (ICS).
- Chain of command: Superintendent → Chief Finance Officer → Chief of Schools → Building Principal → Operations Manager.

D. Plan Review and Public Comment

This plan is posted for public comment for at least 30 days and presented at a public hearing before the Board of Trustees adopts it. The adopted plan is filed with the New York State Education Department within 30 days of adoption, and no later than October 1. Comments may be sent to the Superintendent's office at 631-369-5800.

SECTION II

Risk Reduction, Prevention and Intervention

A. Prevention and Intervention Strategies

- Character education, conflict resolution, and social-emotional learning in every grade.
- A school-based threat assessment team that reviews concerning behavior, including threats of self-harm.
- Counseling and student support services, with referrals to community mental health providers.
- Ways for students and families to report concerns to any staff member, including anonymous reporting.
- Collaboration with the Riverhead Town Police Department on safety planning, training, and drills.

B. Training, Drills and Exercises

All staff complete annual school safety training, including de-escalation and the response protocols in this plan, by September 15. New staff are trained within 30 days of hire. Students learn the protocols in age-appropriate language.

8 evacuation (fire) drills, 6 by Dec 31	**4** lockdown drills, 2 by Dec 31	**1** early dismissal drill	**1+** tabletop exercise with responders

Drills are trauma-informed and age-appropriate. They are held at varied dates and times, and they never use props, actors, or simulations of a shooting or other act of violence. Families are notified at least one week before a lockdown drill.

C. Building Security

- Exterior doors stay locked during the school day. Visitors enter through the main office, sign in, and show identification.
- Staff wear identification, and supervise arrival, dismissal, and outdoor areas.
- Administrators and outdoor staff carry two-way radios. Every building has a public address and alarm system.
- Any agreement RCS makes with security or law enforcement personnel will be published in this plan as required by law.

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D. Early Detection of Potentially Violent Behaviors

Staff, students, and families receive information each year about early warning signs, such as social withdrawal, sudden changes in behavior, expressions of violence in writing or drawing, and threats toward others or oneself. Concerns go directly to a building administrator.

E. Hazard Identification

The Safety Team reviews hazards each year, including severe weather (hurricanes, nor'easters, snow), fire, utility failures, hazardous materials on nearby roads, medical emergencies, and threats of violence. Areas around each building, including parking lots, playgrounds, fields, and portable classrooms, are included in building-level planning.

SECTION III

Response

A. Notification and Activation

Any incident that disrupts normal classroom activity is reported to the Main Office right away. The Main Office uses the public address system or the bell system to announce the protocol. Administrators call 911 when emergency services are needed, and then notify the Superintendent.

Families are contacted through the school's mass-notification system (phone, text, and email) during an emergency, an early dismissal, or a closure. Parents of a student who makes a threat of violence, including self-harm, are contacted directly by an administrator.

B. Response Protocols

RCS uses the five New York State standard response protocols. Staff and students learn the same words in every building.

Hold-in-Place

Announcement "Hold-in-place"

For a short incident, such as a fight, medical emergency, or maintenance issue. Everyone stays where they are and hallways are kept clear. If the issue is inside a classroom, the

Evacuate

Signal Fire alarm or announcement

When it is safer outside than inside. Classes leave with their teacher by posted routes and gather at least 300 feet from the building.

class moves to a safe room.

- Teachers take attendance with class rosters.
- A green card means all students are present; a red card means a student is missing.
- Staff help students with disabilities to designated safety areas.

Shelter-in-Place

Announcement "Shelter-in-place"

For an outside hazard such as severe weather or a hazardous materials release. Everyone stays inside, away from windows. Ventilation may be shut off.

Lockout

Announcement "This is a lockout"

For a threat outside the building. Students outside come in, exterior doors and windows are locked, and no one enters. Teaching continues inside.

Lockdown

Announcement "We are in a lockdown"

For a threat inside or near the building. Staff lock doors, close windows, and keep students out of sight and quiet. Everyone stays hidden until released by police or administrators.

C. Responding to Threats and Acts of Violence

- Any threat is reported to an administrator at once. The administrator decides whether to activate a protocol and contacts law enforcement when needed.
- Bomb threats, intrusions, hostage situations, and kidnappings are reported to 911 immediately and handled with law enforcement under Unified Command.
- Students who commit acts of violence are subject to the RCS Code of Conduct, and law enforcement is notified when a crime may have occurred.
- After a violent incident, administrators secure the area until police release it.

D. Before-School and After-School Incidents

- **Before school:** the Superintendent or Principal starts a family notification. Buses already on

the way are rerouted to another location, and staff are alerted over the public address system.

- **After school:** the Superintendent or Principal starts the phone chain and, if needed, has after-school busing stopped or suspended.

E. Medical Emergencies

The school nurse and a building administrator respond to any medical emergency. If the nurse cannot resolve the situation, staff call 911.

F. Emergency Assistance and Resources

RCS works with the Riverhead Town Police Department, local fire and ambulance services, Suffolk County, the American Red Cross, and the Town of Riverhead. Resources available in an emergency include school buildings and fields, two-way radios, first-aid supplies, AEDs, and staff trained in first aid and CPR.

SECTION IV

Recovery

After an incident, a Post-Incident Response Team led by the Superintendent supports students, staff, and families. RCS coordinates with county and state disaster mental health services, provides counseling, communicates with families, returns to normal operations as soon as it is safe, and reviews what happened to improve this plan.

SECTION V

Additional Required Plans

A. Cardiac Emergency Response Plan

Staff who witness a suspected sudden cardiac arrest call 911, start CPR, and bring the nearest AED. Each building has AEDs and staff trained in CPR and AED use. The cardiac plan is practiced as part of annual training.

B. Communicable Disease Emergency Plan

If a state disaster emergency involving a communicable disease is declared, RCS follows New

York State and Suffolk County health guidance, identifies essential staff and functions, protects staff and students with cleaning and protective equipment, and communicates with families about any change in operations.

C. Emergency Remote Instruction Plan

If buildings must close, RCS can move to remote instruction. The school surveys families about device and internet access, provides devices where needed, offers live and independent instruction, makes paper materials available to students without internet access, and continues special education services.

SECTION VI

Building-Level Emergency Response Plans

BUILDING	GRADES	BUILDING PLAN
RCS Elementary School	K–6	Elementary & Middle School plan
RCS Middle School	Middle school	Elementary & Middle School plan
RCS High School and portable classrooms	High school	High School plan
RCS Administrative Building	Offices	Included in both plans

> Each building has its own Emergency Response Plan with evacuation routes, staging areas, staff assignments, and floor plans. Under Education Law §2801-a, these plans are confidential. They are shared only with school staff and law enforcement, and are filed with the Riverhead Town Police Department and the New York State Police.

APPENDIX A

Emergency Contacts

AGENCY	PHONE
Emergency (police, fire, ambulance)	**911**

Riverhead Charter School main office	631-369-5800
Riverhead Town Police (non-emergency)	631-727-4500
Fire Department	631-727-2750
American Red Cross	631-924-6911
Riverhead Town Supervisor	631-727-3200 ext. 251
Poison Control	1-800-222-1222