



District Safety Plan and Emergency Response Procedures

1232 Southern Boulevard (Prek-5)

Bronx, NY 10459

1919 Prospect Ave (Grades 6-8)

Bronx, NY 10457

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School Building Security CACPCS has policies and procedures relating to school building security, including: (1) the use of NYPD School Safety officers and safety protocols and procedures at our Prospect location; (2) the duties of any other school safety personnel; (3) the required training of all personnel acting in a school security capacity not already provided by NYPD School Safety or the	

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General School Information

Address	1232 Southern Blvd. Bronx, NY 10459 (Prek-5) 1919 Prospect Ave., Bronx, NY 10457 (6-8)
Nearest Cross Street	1232 Southern Blvd (Freeman Street) 1919 Prospect Ave (Fairmount Place)
Phone Number	347-871-9002
Fax Number	718-583-6238
School Leader	Casey Vier (Southern Location) Robin Fleshman (Prospect Location) Drema Brown (Head of School)
Grades Served	Pre K -8
Number of Scholars	660
Number of Faculty	130
Number of Scholars with Special Needs	149
School Hours	7:45am-4:00pm
Building Access (Staff)	6:00am-6:00pm
Extended Day Programming	4:00-6:00pm

DISTRICT SAFETY TEAM

The District Safety Team is responsible for identifying possible risks, leading the safety planning process and assisting with annual revisions of the District School Safety Plan. The District Safety Team is also responsible for ensuring that all staff are oriented and trained on the protocols and procedures outlined in this plan.

Staff Member	Position	Contact
Drema Brown	Head of School, Chair	347-401-3109
Casey Vier	Principal	917-624-0430
Robin Fleshman	Principal	347-416-3116
Malia Torres	Head of Security, Children's Aid	332-999-4338
Don Shacknai	Chief Operating Officer, Children's Aid	212-949-4911
David Sweeny	Assistant VP for Real Estate and Facilities, Children's Aid	212-949-4242
Jadid Zorrilla	Team Chair and Operations Manager	646-630-0076
Edwin Oquendo	Facilities Manager	917-856-8499
LaChelle Walker	Deputy Director, Children's Aid Early Childhood Division	718-764-2409
TBD	Community School Director	646-479-4383

DISTRICT EMERGENCY RESPONSE TEAM (DERT)

This team is comprised of key staff members who are highly informed, trained and well-versed in the procedures outlined in the District Safety Plan and will act as primary coordinators for carrying out the plan in an emergency across both CACPCS locations.

Staff Member	Position	Contact
Drema Brown	Head of School, Chair	347-401-3109
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Purpose

The Children's Aid College Prep Charter School's District-level Emergency Response Plan was developed pursuant to the Commissioner's Regulation 155.17. The Head of School appointed a

District-level Safety Team and charged it with the development and maintenance of the District-level Emergency Response Plan.

Identification of School Teams

Head of School is designated as the primary contact for CACPCS's District Safety Team. When the Head of School is away, the Children's Aid Head of Security is next in command. Every member of our staff is integral to the overall safety of our schools and the District Safety Team is one of several teams identified below.

CACPCS has developed three emergency teams:

- District Safety Team
- Building-level School Safety Teams
- Building-level School Emergency Response Team (ERT)
- Building-level Post-incident Response Team

The Building-level School Safety and Emergency Response teams are charged with the responsibilities of developing and implementing a school-wide safety plan and an emergency response plan in accordance with Project SAVE guidelines. The District Safety Team is responsible for developing and implementing a district-wide safety plan and an emergency response plan across schools while supporting and providing oversight to each building-level safety team at our Southern Boulevard and Prospect Avenue sites. These teams have developed plans tailored to meet the needs of CACPCS.

The District-level Post-incident Response Team ensures that the needs of the ERTS at each school are appropriately met in the event of a crisis. These needs include but are not limited to counseling, support and referral to local human service providers when needed. The team also conducts collaborative follow-up analysis and plan modification with the building safety and emergency response teams.

Expected Behaviors During an Emergency

Action steps reflected in the School Safety Plan will guide our behavior. The primary initial response to the emergency will be a gathering of information by the Head of School and Head

of Security in conjunction with members of the chain of command for coordination of effort at each school.

The Head of School is identified as the person-in-charge on the District Safety Team and is expected to remain at the determined command site, the school's main office at 1232 Southern Blvd. All communication is to be coordinated through the main office via the school's main number: 347-871-9002 or directly via the Head of School's cell phone (347-401-3109).

Plan Review and Public Comment

Emergencies and violent incidents in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural and manmade disasters. To address these potential threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools. This safety plan focuses on risk reduction/prevention, response and recovery with respect to a variety of emergencies that could occur in our school. This plan is specifically sensitive to the urban location of our building and the young ages of our students.

The District Safety Plan will be formally adopted by the School's Board of Trustees. Full copies of the District and Building-level Emergency Response Plans will be supplied the New York State Education Department within 30 days of adoption. This plan will be reviewed periodically throughout the year by the School Safety Team. Many of the components of the Plan will be treated as confidential, while the non-confidential components will be shared with the public.

As it is a "living document", the plan will be reviewed periodically during the year and will be monitored and maintained by the District Safety Team. The required annual review will be completed on or before October 31st of each year after its adoption by the Board of Trustees. A copy of the Plan will be available at 1232 Southern Blvd and 1919 Prospect Ave as well as on the school's website.

The school is to be prepared to effectively coordinate resources with the larger community in the event of a widespread emergency.

Prevention and Intervention Strategies

Program Initiatives

CACPCS believes that improved communication among students, students' parents, and school staff adds to the quality of life and sense of safety at our school. Such communication allows for the reporting, intervention, and prevention of potentially violent incidents before they actually occur. The following is a brief list of initiatives at both CACPCS locations that promote open communication and have a positive impact on the quality of life at our school:

- **Staff** serve as **role models** to our students by living our school values, self-regulating, and by putting the PRO in procedures to ensure that our students experience us as having high expectations of them while being clear, consistent, fair, and caring.
- Students are introduced to our **Core Values** in fun and interactive ways so they understand them and can articulate what they look like when being lived. Team-building games, skits, chants, pledges, cheers throughout the school day and school year can all be fun and interactive ways to reinforce our school values with our scholars.
- Staff **review the CACPCS Discipline Code (and Middle School Addendum), bus and uniform infraction policies** with scholars and their families at the beginning of each year in multiple formats.
- **Classroom charters, expectations, and positive recognition systems** are set in each class at the beginning of the year and are reinforced regularly through reflection, feedback, goal-setting, etc.
- **Logical consequences** are used to teach students to take responsibility for their behavior. Logical consequences help children develop internal understanding, self-control and a desire to follow the rules.
- **SECURE Spots** are used to provide a place for students to sit, reflect and self-regulate. SECURE Spots should allow scholars an opportunity to identify their feelings and to articulate what they need in order to regulate and focus back in on the classroom instruction or activity at hand.
- Use of **SECURE routines, hand signals, brain games**, etc. to maintain a calmer learning environment that reinforces their life skills (e.g. pro-social behavior and conflict resolution, ability to stop and think, active listening).
- **Class Councils** are held weekly and used to set goals (both academic and behavioral) for the upcoming week and to provide students, teachers, life coaches and other staff an opportunity to engage in reflection, celebration, re-directing, teaching, etc. around the expectations for work and behavior in the classroom and throughout the school for classes.
- **We celebrate scholars** through the use of CACPCS' Positive Recognition System, Scholar of the Month, and attendance celebrations.

Training, Drills and Exercises

- In accordance with Section 1.55.17(e)(1) (xiv), CACPCS will provide multi-hazard school training for instructional and non-instructional staff members and students through a combination of full-scale drills, tabletop exercises and staff development programs.

- In accordance with Section 155.17(e)(l)(xv), the school will hold and evaluate fire drills (8), lockdown drills (4), and other drills as deemed necessary to ensure that all students, faculty members, and other staff are familiar with each drill so that it can be activated and conducted quickly and efficiently. These drills will be held at announced as well as unannounced times, and will utilize a variety of situations like blocked exits and occur at different times of the day as appropriate to simulate a variety of situations.
- Each and every drill will be evaluated. Evaluation records will be kept for each drill, including the times for the evacuation of the facility in order to determine whether or not the drill is running in a timely manner and according to plan. Administrative staff and other observers will be placed to evaluate adherence to the procedures.

Implementation of School Security

All visitors to both CACPCS locations will be required to sign in with school security immediately upon entering the building and will be directed to the main office. Anyone who is not a regular staff member or a student of the school will be considered a visitor. This includes parents/relatives, contractors, vendors, delivery people, and others having business with school officials. Upon leaving, visitors will be required to sign out with school security. Visitors are not allowed to wander through the facilities. A staff member who observes a visitor without a pass or who is unaccompanied by a staff member or who appears lost will address the visitor by asking, "Can I help you?" The staff member will then provide assistance in the form of directions or direct the visitor to the main office or the security desk (whichever is closest).

If a staff member observes suspicious, threatening and/or otherwise inappropriate behavior, such behavior should be reported immediately to the main office for a response from the Principal or her designee. Student visitors from other schools, unless they have a specific reason and prior approval of the Principal or her/his designee, are not permitted to enter the building. All exterior doors not routinely used for student or staff entrance will be secured in order to limit building access. Procedures for maintaining the security of the facility, as well as procedures for radio use, will be regularly tested by the Principal or her designee.

Vital Education Agency Information

CACPCS utilizes Teacherease, a school information system, designed to store extensive information regarding students. Teacherease tracks our student population and key contact information.

Early Detection of Potentially Violent Behaviors

CACPCS staff receive extensive professional development training, which aides them in identifying and addressing any behavior or emotional issues students may face. Regularly

scheduled meetings with teachers provide ample room for staff discussion of any issues as they arise. CACPCS employs Life Coaches who interface with families to ensure students are equipped to succeed in school. Life Coaches act as liaisons to the wider community and notify the faculty of any potential behavior problems or needs, in partnership with the Dean of Students.

Anti-Bullying Policy

CACPCS adheres to the NYC DOE Anti-bullying policies as outlined in the Chancellor's Regulations A-832.

It is the policy of the New York City Department of Education to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation and/or bullying committed by scholars against other scholars on account of race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation or disability. Such harassment, intimidation and/or bullying is prohibited and will not be tolerated in school, during school hours, before or after school, while on school property, at school sponsored events, or while traveling on vehicles funded by the Department of Education and on other than school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morality or welfare of the school community. Scholars found guilty of violating this regulation will be subject to appropriate disciplinary action.

Bias-based harassment, intimidation and/or bullying is any intentional written, verbal, or physical act that a scholar or group of scholars directs at another scholar or scholars which:

- 1) Is based on a scholar's actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation or disability; and
- 2) Substantially interferes with a scholar's ability to participate in or benefit from an educational program, school sponsored activity or any other aspect of a scholar's education; or
- 3) Creates a hostile, offensive, or intimidating school environment; or
- 4) Otherwise adversely affects a scholar's educational opportunities.

Bias-based harassment, intimidation and/or bullying may take many forms and can be physical, verbal or written. Written harassment, intimidation and/or bullying include electronically transmitted acts, e.g., via Internet, cell phone, personal digital assistant or wireless handheld device. Such behavior includes, but is not limited, to:

- Physical violence;
- Stalking;
- Threats, taunts, teasing;
- Aggressive or menacing gestures;
- Exclusion from peer groups designed to humiliate or isolate;
- Using derogatory language;

- Making derogatory jokes or name calling or slurs;
- Written or graphic material, including graffiti, containing comments or stereotypes that are electronically circulated or are written or printed

Dignity for All Students Act Policy

CACPCS and its Board of Trustees are committed to providing all students with an environment free from harassment, bullying (including cyber bullying) and discrimination. In accordance with New York State's Dignity for All Students Act, the School is committed to preventing and promptly addressing incidents of harassment and/or discrimination of students that impact a positive school culture and impede students' ability to learn.

Students' Rights

No student shall be subjected to harassment by employees or students on school property or at a school function. Nor shall any student be subjected to discrimination based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, by school employees or students on school property or at a school function.

Disciplinary and Remedial Consequences

The school's Discipline Code prohibits harassment of students and students who engage in such behavior shall be disciplined as set forth in the Discipline Code. The school will take appropriate action disciplining students who engage in harassment of students off school property under circumstances where such off-campus conduct: 1) affects the educative process; 2) actually endangers the health and safety of School students within the educational system; or 3) is reasonably believed to pose a danger to the health and safety of our students. This includes written and/or verbal harassment which materially and substantially disrupts the work and discipline of the school and/or which school officials reasonably forecast as being likely to materially and substantially disrupt the work and discipline of the school.

Remedial responses are also implemented as appropriate which focus on discerning and correcting the reasons why discrimination, harassment and bullying occurred by students and/or employees. The School has designed remedial responses to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Remedial actions may include:

- Peer support groups;
- Assignment of an mentor at the school for the student to check in with;
- Corrective instruction that emphasizes behavioral expectations or other relevant learning or service experience;
- Engagement of student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed;
- Supportive invention and/or mediation where constructive conflict resolution is modeled;

- Behavioral assessment or evaluation;
- Behavioral management plans or behavior contracts, with benchmarks that are closely monitored; and
- Student counseling and parent conferences that focus on involving parents and caregivers in addressing discipline issues.

Hazard Identification

The following list of potential hazards exists around CACPCS:

- 2&5 train on Southern Boulevard
- Southern Boulevard

Response to Acts of Violence: Implied or Direct Threat

CACPCS maintains a zero tolerance policy for violence by students, staff and visitors. Students adhere to a strict Code of Conduct published in the Family Handbook. Should an act of violence occur, the Principal, Dean of Students, or their designee will determine the severity of the situation. The immediate threat area will be isolated and the hallway, classroom, floor or school will be evacuated if necessary.

The level of the threat will be determined through information gathering and the Principal, Dean of Students, or their designee will contact local law enforcement officials if necessary. The situation will be closely monitored and appropriate adjustments will be carried out as necessary until the threat has dissipated or local law enforcement officials have taken control of the situation.

Early Detection of Potentially Violent Behaviors

CACPCS staff receive extensive professional development training, which aides them in identifying and addressing any behavior or emotional issues students may face. Regularly scheduled meetings with teachers provide ample room for staff discussion of any issues as they arise. Children’s Aid employs Life Coaches at CACPCS who interface with families to ensure students are equipped to succeed in school. Life Coaches act as liaisons to the wider community and notify the faculty of any potential behavior problems or needs, in partnership with the Dean of Students.

CACPCS Visitor/Parent Threatening/Hostile Behavior Protocol

This protocol is a “**No Tolerance**” behavioral policy. This protocol is to be utilized for all adult Visitors/Parents who exhibit any type of aggressive, hostile, intimidating or threatening behavior towards any Staff/Visitor/ or other person at CACPCS.

The following protocol shall be strictly adhered to by all Security and CACPCS Staff.

A Level I alert is for an event wherein the participants are engaged physically. A Level II alert is when it is only verbal but may escalate.

At the first sign of any hostile, aggressive, intimidating or threatening behavior exhibited by any Adult Visitor/Parent, Security will:

1. Security Guard utilizing two-way radio **will alert two times** by saying "Code Parent at XXX location," while also stating if it is either a Level I or a Level II incident in progress.
2. Available Staff Member will respond verbally saying "Ms./Mrs./Mr. XXX is enroute."
3. If no response is given after 30 seconds, Security Guard should immediately call the Main Office.
4. Security Guard will ask the Visitor (s)/Parent(s) violating the Code of Conduct to cease the behavior or leave the building.
5. If this is a Level I incident and the involved parties refuse to stop the physical altercation, Security Guard will immediately call 911.
6. If it is a verbal or Level II situation, and Visitor(s)/Parent(s) refuse to cease the behavior or leave the building, Security Guard to call 911 and report a trespasser:
 - Give dispatcher any and all details including the threatening or violent behaviors being exhibited.
7. Security Guard(s) on duty to clear the lobby or other area and remove other visitors and children to a safe area.
 - Reroute all entrances and exits, if necessary.
8. If the hostile Visitor/Parent refuses to leave, Security will stand-by and keep the area clear of all other persons while awaiting Police arrival.
9. Cease all verbal communications with the hostile Client.
10. **At NO TIME will Security or any other Staff physically engage a hostile Client.**
 - **Children's Aid and CACPCS observes a "Hands off" policy at all times.**
11. Security Guard will then document an internal incident report to be stored in "CACPCS Incident Reports" folder.
 - This report is for internal documentation only and should not be shared unless instructed to do so by Leadership or CA Security Manager.
12. A debriefing to be scheduled ASAP post incident.

CACPCS Building Lock-Out/Banned Parent or Visitor Protocol

This **Building Lock-Out/Banned Parent/Visitor Protocol** will be enacted for any parents or visitors who have been either temporarily or permanently banned from entering 1232 Southern Blvd. and 1919 Prospect Ave. Reasons for banning are based on repeated violations of any of the expectations outlined in the 1232 Southern Blvd. and 1919 Prospect Ave. Building Codes of Conduct or any improper behavior including, but not limited to, foul language, harassment of staff, harassment of scholars, harassment of other parents or visitors or intoxication. Court orders prohibiting one's access to any staff, scholars or other parents or visitors also are considered reasons for banning.

A request to ban guests will be sent in writing from an authorized staff representative of CACPCS such as the Principal, Head of School, CACPCS Deans or the Early Childhood Program Designee(s). These requests will be sent to the CA Manager of Security Operations and the Security Lead.

Ban requests are granted based on the following criteria and are indefinite at the requester's discretion when granted:

- Multiple violations of the Building Code of Conduct (see appendix);
- Failure to follow the direction of CACPCS, Security or Early Childhood personnel;
- Violence or threats of violence against others;
- Being in unauthorized parts of the building;
- Restraining orders or orders of protection (OOP's).

Requests limiting or restricting access to the facility will not be considered. Bans eliminate access to the building entirely and only allow banned individuals access to the area immediately beyond the building's first step. The sidewalk beyond the school's front steps is public space and is allowable except in cases where the courts have deemed otherwise.

Because the Early Childhood program, CACPCS and other Children's Aid programs and services often support the same families, ban requests that have been granted should be communicated via the school's Security Alert. Security will maintain a list of all banned parents and visitors and will update this same group of any changes to status of anyone banned from the building.

This protocol will be utilized by all 1232 Southern Blvd. and 1919 Prospect Ave. staff when addressing any building ban incident that may occur. Staff is reminded that CACPCS is a trauma-informed facility, and banishment of parents, in particular, should be avoided as much as possible.

This protocol shall be strictly administered by all CACPCS staff unless advised otherwise by the Head of School in collaboration with the Manager of Security:

- Security is to act in a professional and courteous manner at all times.
- If a Parent/Visitor has been served a ban letter or is otherwise banned from entering tenant of CACPCS property, under no circumstances will this Parent or Visitor be allowed to enter the building without prior written authorization and notification to Security by School Leadership.
- If the Parent/Visitor attempts entry:
 - Doors will be kept locked and Security will advise that they are not allowed to enter this building and must leave the premises immediately. If they do not, 911 will be contacted.
 - Security will remain inside the premises and will not attempt to confront this person.
- If the Parent/Visitor refuses to leave the property, Security will send out a Security Alert which includes all pertinent designated contact personnel to make them aware of this issue and then Security will call 911.
 - CACPCS staff will make sure all pertinent legal documents are available at all times to Security Staff such as Ban Letters, "Orders of Protection" or any other pertinent Court Orders needed for Police.
 - Security will call the Main Office to have any court documents brought down for police.
- Await Police arrival. Security will not attempt to physically approach this person or to verbally reason with them.

- Re-route all entrances and exits.
- Document an Internal Incident Report and forward to pertinent CACPCS Leadership and CA Manager of Security Operations.

Lifting Bans

A written request to lift a ban can be submitted to the CA Manager of Security by authorized staff members (see list below). Requests to lift bans will be based on the following criteria:

- Banned person's history of compliance with the conditions of the ban;
- Formal meeting with the banned person and any or all of the authorized staff members listed below, to discuss and sign off on receipt of the Building Code of Conduct;
- The banned person should be provided written notification of the removal of the ban.

Authorized Staff Members:

CACPCS

- Head of Schools
- Principals
- Operations Managers
- Community School Director (should be approved by Head of School and Principal prior to submission)
Manager of Security Operations and Lead Security

Early Childhood

Early Childhood Deputy Director

Responses to Intruder or Other School Emergency Situations

- The Principal and Dean of Students will be made aware of an emergency or stranger in the building. The Principal and Dean of Students will investigate the situation and determine the extent of the threat.
- If deemed appropriate, the Principal, Dean of Students, or their designee will signal staff, through the use of the PA System, to lockdown the school.
- Halls and bathrooms are to be cleared of students.
- Classroom staff should:
 - Lock and close their doors.
 - Keep students away from windows and doors.
 - Maintain absolute silence.
- The Operations Manager or designee will call the authorities for assistance via 911.

Active Shooter Protocol

Shooting – **BASIC RESPONSE:**

- a. Lock all doors
- b. Barricade doors
- c. Cover Windows
- d. Turn out the lights
- e. Prepare to counter if gunman enters the room
- f. Stay away from windows and doors
- g. No unnecessary noise
- h. **IMPLEMENT ALL A.L.I.C.E. PROTOCOLS**

Shooting - **Director/Incident Commander Actions:**

- a. Remain Calm
- b. Notification to Director/designee, NYPD and Children's Aid administration.
- c. Assess the situation:
 - i. Is the shooter in the facility?
 - ii. Has the shooter been identified?
 - iii. Has the weapon been found and/or secured?
- d. **Initiate A.L.I.C.E.** as appropriate. Put out the **ALERT** with name or description of intruder, location, weapon, and provide as much information as possible.
- e. **Call 911 when able to safely do so.** Provide essential details of the situation, i.e., suspect, location, weapons, number of persons involved, injuries, casualties, actions taken (**e.g. ALERT in plain language**)
- f. In the command post monitor any camera feed, stay in contact with 911 and continue to update dispatcher and put out real-time information to the staff and for police to respond. Assist police in entering the facility, provide officers with critical information.
- g. Ensure injured staff receive medical attention.
- h. If the shooter has left, secure all exterior doors to prevent re-entry.
- i. If a firearm is known to exist, put a trash can over it. Allow Law Enforcement Officer to take possession of the weapon.
- j. As soon as cleared by Law Enforcement, begin to mobilize the reunification procedure at the pre-determined rally point.
- k. Gather information for the police about the incident and everyone involved with it:
 - i. Name of Suspect(s)
 - ii. Location of shooting
 - iii. Number and identification of injured and casualties.

- iv. Current location of the shooter(s) if known.
- l. Arrange for immediate crisis counseling for clients/children/staff.
- m. Provide liaison for family members of injured clients/children/staff.
- n. Debrief staff and police officers.

Shooting – **Staff Actions:**

- a. Remain calm.
- b. Alert 911 and building occupants.
- c. Take immediate action to prevent casualties. Initiate **ENHANCED LOCKDOWN and EVACUATION** as appropriate based on the information (**INFORM**) given and listen for additional information.
- d. If you have chosen to secure in place with Lockdown be prepared to **EVACUATE or COUNTER** depending on the additional information. Give any new details to 911 and building occupants if possible.
- e. Provide first aid for victims where possible.
- f. Account for all staff/clients/children.
- g. Maintain order in rally point or shelter and await the arrival of law enforcement.

When evacuating, remind everyone to keep hands empty and raised in plain sight as they come in contact with officers. Follow ALL directions of Police and provide any pertinent information.

Responses to Bomb Threats, Threats of Violence

- The receiver of the threat should attempt to get all information possible from the caller/suspect.
- Receiver of the threat notifies the Principals (or Head of School) who in turn notifies the District Safety Team. In the absence of the Principal, the Chain of Command will be utilized. The Principals (or Head of School) will remain in the office to receive further directions from first responders. The Main Office will be designated as the Command Center at 1232 Southern Blvd. The Prospect Ave. location will adhere to the Command Center identified in that building's NYC DoE Building-level Safety Plan.
- The Principals have floor plans, spare room keys and all other security materials. The Principal will initiate (with available staff) a visual search of the hallway for any unusual object. Nothing should be touched. If something out-of-the-norm is found, the staff member will directly report it to the Principal.
- According to police authorities, urgent evacuation is NOT normally needed.
- Evacuation sites can include the gymnasium, cafeteria, another building, city streets, or buses. An external evacuation site and routes to it must be secured before anyone is to move to the area.
- If and once the evacuation is authorized, the Principals, Deans of Students, or their designees will lock all doors to the threatened floor. No public access will be allowed.
- Once all sites have been secured, the Principal, Dean of Students, of their designee will begin the evacuation of the building.

- The Principals, Deans of Students, or their designees will announce the evacuation code “Code Red” and evacuation will occur in a prescribed, orderly manner.
- Staff should take attendance information and leave the door locked. Students should take with them only those possessions that they brought to school.
- Staff should move students to the evacuation site and remain there for further instructions, as they would in a fire drill.
- The Facilities Manager/custodial staff will assist police in a room-by-room search. The Principal remain in the office to receive information.
- Public communication about the bomb threat will come from the Principal (or designee) as soon as possible after the conclusion of the incident
 - A letter will be sent home (and mailed later) with the students to explain the event.
 - The staff will receive an email of this letter and, if appropriate, information gained during the threat. Some information may not be divulged due the needs of the law enforcement agencies and their pending investigation.
 - Any information sought by the media will be directed to and given out by Children’s Aid.

General Response Protocols

The Chain of Command will be followed in response to all emergencies. The Principals, the Deans of Students, or their designees will ultimately make decisions based on input from the District Safety Team.

The Principals or Dean swill decide whether a safety response protocol should be activated and will communicate via the PA system (see the Situation Response Guide).

A. The Lockdown Procedure:

- Teachers check hallway for students, draw shades, lock classroom doors, and turn off lights
- Students move out of sight and maintain silence
- Soft lockdowns (sweeps occur; floor wardens check their designated areas)
- Hard lockdowns (no sweeps occur; all admin and security lock down until first responders arrive)
- Everyone remains in place until the All Clear or first responders open doors.

B. The Shelter-In Procedure:

- Students and staff remain inside of building
- Teachers increase situational awareness

C. Fire Drills:

- Scholars should leave all their belongings behind and form two lines.
- There should be no talking as scholars proceed to designated routes to assembly areas.

- Teachers should take evacuation folders with attendance sheets and assembly cards, check to make sure all scholars are out of the classroom, and close classroom doors on their way out.
- All classrooms on the North side of the building will use Stairwell A and exit the main entrance. Classes will turn right upon exiting and walk to the corner of Freeman Street, turn right at the corner and walk up the block.
- All classrooms on the South side of the building will use Stairwell B and exit via Exit B. Classes will turn left upon exiting and walk toward Home Avenue.
- All classes in the gymnasium will use Stairwell C and exit the main entrance. Classes will turn right upon exiting and walk to the corner of Freeman Street, turn right at the corner and walk up the block.
- Teachers will take attendance and communicate via assembly cards.

Arrangements for Obtaining Emergency Assistance from Local Government

The Head of School, Principals, or their designees will determine what outside agencies to contact given the situation. In emergency situations, 911 will be called and police and/or fire departments will dispatch. Any adult in the building can call 911 in the event that a person needs immediate medical attention and their condition may be life threatening.

- Local Fire Department - 911
- Local Ambulance - 911

Resources Available in an Emergency

CACPCS will seek the assistance of the New York City Department of Education when appropriate in emergency situations. CACPCS will utilize its internal human resources and its relationship with Children's Aid, should an emergency situation occur.

Procedures to Coordinate the Use of School Resources and Manpower during Emergencies

The Head of School or her designee will implement emergency response procedures upon learning of an emergency situation within CACPCS. He/she will notify the members of the District Safety Team who will then contact local authorities if appropriate. The Main Office at 1232 Southern Blvd. shall serve as the Command Center in the event of an emergency. If an emergency requires the involvement of police or fire personnel, the District Safety Team will turn authority over to local emergency crews to ensure optimal response.

School Building Security

CACPCS has policies and procedures relating to school building security, including: (1) the use of NYPD School Safety officers and safety protocols and procedures at our Prospect Ave. location; (2) the duties of any other school safety personnel; (3) the required training of all personnel acting in a school security capacity not already provided by NYPD School Safety or the NYC Department of Education; and (4) decision-making authority over the hiring and screening process for all personnel acting in a school security capacity at 1232 Southern Blvd.

All security personnel must be registered with New York State as security officers. As a Security Guard (also referred to as a School Safety Agent), each guard must complete an eight hour and a sixteen hour security officer's course. In addition, the Security Guards have received further training in non-violent crisis intervention strategies and what it means to work in a trauma-informed environment. The Security Guards and other staff who cover the front entrances have received training in maintenance of sign-in and sign-out logs and the scanning system and in requiring all visitors to show ID and to sign in and sign out. Procedures are in place and practiced for notifying administration and staff of visitors and for not permitting visitors to pass the security desk without notice.

Annual School Safety Training

CACPCS has established policies and procedures for annual school safety training for staff and students at the beginning of each school year and conducts drills throughout the year to check for adherence to these procedures. All staff are oriented to school safety procedures during staff orientation in August. Scholars are oriented to safety procedures in the opening days of school.

Drills

CACPCS has established procedures for regular drills to test components of the emergency response plan. Each of the following drills occur on a regular basis to ensure scholars and staff are prepared in case of an emergency.

- Fire Drills
- Lockdown Drills
- Sheltering-in Place Drills

Following each drill the Emergency Response Team at each school location debriefs the drill in order to provide the staff and scholars with feedback for improvement.

Protective Action Options

Should an emergency occur at CACPCS, the Head of School or the Principals will gather the District Safety Team to formulate an appropriate plan of action following the procedures outlined earlier in this document for confronting and rectifying specific emergency situations. The Head of School or her designee may declare a school emergency and implement the procedures set forth in this document. The Main Office at 1232 Southern Blvd. shall become the Command Center and each school's ERT shall report to the Command Center. The Head of School or her designee shall remain in charge until local law enforcement or emergency response personnel are on the scene and take command of the situation.

The following steps will occur in an actual emergency:

- Take control once informed of emergency situation.
- Gather information and make appropriate decisions.
- Order evacuation if necessary.
- Contact appropriate law enforcement authorities as necessary.
- Turn control of emergency situations over to law enforcement as required.
- Test the emergency response procedures on an annual basis.
- Meet with local government official to seek advice and assistance.

Contacting Appropriate Law Enforcement Officials

Through building-level safety plans and this plan, CACPCS has established policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. School Emergency Response Teams will reach out to local law enforcement as indicated by building-level emergency response protocols. School staff may reach out to the following persons in the local precinct: the Community Affairs Officers, a Youth Officer, or the School Sergeant who oversees the unit of Youth Officers and School Safety Supervisors at the Prospect location.

Contacting Parents and Guardians

CACPCS has established policies and procedures for contacting parents and caregivers in the event of a school emergency, natural disaster or violent incident. When a scholar engages in behavior that poses a substantial risk of serious injury to the student or others, the Principal/Designee must be notified of the situation and must attempt to reach the parent. In the event of a violent incident or any other emergency-related early dismissal, the Principal or his/her designee will contact parents/caregivers. Parents will be contacted via recorded phone message, mass text message, mass e-mail, or bulletin board post on the school’s website. Additionally, master lists of parent/caregiver contacts and emergency contacts are kept in the Main Office and in each of the classrooms.

Dissemination of Informative Materials

CACPCS uses a range of communication mechanisms to provide parents/caregivers with information in a timely manner (see chart below).

Communication	Purpose	Details
Family Calendar	Key events and important dates	Printed & electronic. For electronic, go to: <i>childrensaidcollegeprep.org</i> . Click <i>'Parent Information'</i> Click <i>'Calendar'</i> Click <i>'Google Calendar'</i>

Weekly Family Bulletin	Share upcoming dates, events, and reminders	Family Bulletin will go home with your child every Friday. You can also check our website at childrensaidcollegeprep.org for an electronic version.
Phone Blasts	Provide additional reminders for upcoming events and changes to the schedule	Ensure the Main Office has your most up-to-date contact information.
Teacherease Parent Portal	Provide ongoing information about your child's academic progress.	Complete Parent Portal Contact form to have unique user ID created and emailed to parent for portal access.

SITUATIONAL RESPONSE GUIDE

Emergency Situation	General Response	Response Procedures
Fire	Evacuation	<ul style="list-style-type: none"> ● Sound fire alarm. ● Principal/Dean of Students/designee calls 911. ● Teachers take emergency folder and escort current class out of designated exits based on the school's safety plan. Teachers take attendance and use response cards to alert outdoor designees of any missing students. ● Operations Manager/staff picks up Emergency Bag (with Student Emergency Contact Binder, School Safety Plan binder) ● Floor Wardens ensure building is empty and report when their floor has been cleared. (See assignments below) ● ERT members meet at command post & report any injuries, problems, missing students to Principal/Dean of Students. ● Principal/Dean of Students confirms "All Clear." ● Return to school.

Emergency Situation	General Response	Response Procedures
Intruder in Building	Hard Lockdown	<ul style="list-style-type: none"> • Over intercom, Operations Manager/Operations staff announces “Attention: We are now in a Hard Lockdown. Take proper action.” • Students move out of sight and maintain silence. • Teachers check hallway immediately outside of classroom of any other students, lock classroom doors, pull shades (and move students away from window as required). • Principal/Dean of Students/School Security contact local police. • No one should sweep the school in a hard lockdown. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders. • Wait for first responders to open doors or the “All Clear. The Lockdown has been lifted” announcement is made over the PA System. • Teachers take attendance and account for missing students by contacting the main office
Medical Emergency	Code Blue	<ul style="list-style-type: none"> • Announce a “Code Blue” for students. • Tend to the injured party as follows: <ul style="list-style-type: none"> ○ Quickly assess the situation. Make sure the situation is safe for you to approach. ○ Immediately notify the Principal/Dean of Students. ○ Call or have someone call 911. ○ Dispatch the nurse or first aid/CPR- trained employee to the victim if available. ○ Administer appropriate first aid to the best of your ability until

Emergency Situation	General Response	Response Procedures
		<p>help arrives.</p> <ul style="list-style-type: none"> ○ Comfort and reassure the victim. Do not move unless the scene is unsafe. ○ If the victim is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and notify one of the trained staff to report to the scene to operate the machine. ○ Assign a staff member to remain with the victim if they are transported to the hospital. ○ Notify parent/guardian of the situation, include type of injury or illness, medical care given and location where the victim has been transported. ○ Develop and maintain written documentation of the incident and report each use of an AED to the local EMS System Resource Hospital. ○ Follow-up with Parent/Guardian.
Threat of Violence		<ul style="list-style-type: none"> ● The Principal/Dean of Students will be notified immediately of all implied or direct threats. ● The level of threat will be determined based on gathered information. ● The Principal/Dean of Students will contact local law enforcement officials if necessary. ● The situation will be monitored closely until the threat passes or local law enforcement officials take control.
Explosive/Bomb	Evacuation	<ul style="list-style-type: none"> ● Principal/Dean of Students implement

Emergency Situation	General Response	Response Procedures
Threat		<p>evacuation procedure.</p> <ul style="list-style-type: none"> ● Operations Manager/staff will alert Floor Captains* in person to evacuate the building. All communication is done in person. Principal/Dean of Students/School Security contact local police. ● Security and Facilities Manager secures all exits. ● Teachers will escort students from class to designated location & report any injuries, problems, missing students to Principal/Dean of Students. ● All students and staff are instructed not to use cell phones or electronic devices. ● Principal will announce “All Clear” once everyone has been cleared.
Hostage	Hard Lock Down	<ul style="list-style-type: none"> ● The first person aware of the situation will immediately notify the Principal/Dean of Students. ● Principal/Dean of Students will notify the police and the Security. ● The school will go into Hard Lock down as necessary. No one should sweep the school in a hard lockdown. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders. ● The Principal/Dean of Students will turn over authority to the police upon their arrival and assist as requested. ● Wait for first responders to open doors or the “All Clear. The Lockdown has been lifted” announcement is made over the PA System. ● Teachers take attendance and account for missing students by contacting the

Emergency Situation	General Response	Response Procedures
		main office
Kidnapping	Call 911	<ul style="list-style-type: none"> ● Standard Operating Procedure requires that a staff member always check Emergency Contact Card to ensure that a legal guardian is taking the student from the school building. ● Notify security agent and appropriate school leader of suspected kidnapping ● Contact parent/guardian to ensure that student is not, knowingly, with relatives or friends ● Confirm attendance information for the student reported kidnapped. ● Principal/Dean of Students/Designee must call NYPD with any information.
Civil Disturbance	Soft Lockdown	<ul style="list-style-type: none"> ● Over intercom, Operations Manager/staff announces, "Attention: We are now in a Soft Lock-down. Take proper action." ● Students move out of sight and maintain silence. ● Teachers check hallway immediately outside of classroom of any other students, lock classroom doors, pull shades (and move students away from windows as required). ● Principal/Dean of Students/ School Security contact local police. Sweeps are conducted to ensure all students and staff are observing the lockdown. ● Everyone remains in place until the "All Clear. The Lockdown has been lifted" announcement is made over the PA System along with any other specific instructions.

Emergency Situation	General Response	Response Procedures
		<ul style="list-style-type: none"> ● Teachers take attendance and account for missing students by contacting the main office.
<p style="text-align: center;">Gas Leak, Hazardous Material, Biological Threat</p>	<p style="text-align: center;">Evacuation</p>	<ul style="list-style-type: none"> ● Sound alarm ● Teacher escorts current class to agreed meeting location. ● Students stay with teachers. ● Operations Team–Pick up Emergency Bag (with Student Emergency Contact Binder, School Safety Plan binder, Staff sign sheet, Sign to hold up to indicate their location) ● ‘Sweep’ staff* ensure building is empty. ● Meet at designated spot. ● Principal confirm All Clear. ● Return to school.
<p style="text-align: center;">Missing Student</p>	<p style="text-align: center;">Shelter-In Place</p>	<ul style="list-style-type: none"> ● Over intercom, Operations Manager/staff announces, “This is a Shelter-In. Secure all exit doors.” ● Security ensures all exit doors are secure on the 1st floor. ● Principal/Dean of Students provides a description of the child to Floor Captains. ● Floor Wardens and Sweepers conduct a sweep of assigned floor and report back to Principal/Dean of Students at command post. ● If student hasn’t been found, call 911 and notify parent.

SECTION IV: Recovery

School Support

CACPCS will support its staff members and students in dealing with an emergency by providing adequate training regarding the identification and prevention of violence as well as training in appropriate responses. The District Safety Team will review the emergency response procedures for each location for needed modifications and alterations based upon feedback from debriefing sessions.

Disaster and Mental Health Services

Should an emergency occur, CACPCS will enlist the support of Children's Aid mental health resources for guidance and assistance. CACPCS may enlist the support of other agencies if deemed necessary, under the guidance of Children's Aid.