



Enterprise Charter School

2019-2020

District Level

Safety Plan

Commissioner's Regulation 155.17

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural and man-made disasters. To address these 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 each school district and its schools.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Enterprise Charter School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Enterprise Charter School Board of Trustees, the Superintendent of the School District assigned the District Wide Safety Committee with the duties of the development of this plan.

B. Identification of School Teams

The Enterprise Charter School District has created a District-wide School Safety Committee consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

C. Concept of Operations

- **The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for the school building.** Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

D. Plan review and public comment

- This plan shall be reviewed and maintained by the District-wide School Safety Committee and reviewed on an annual basis and updated as needed on or before September 1st of each year.
- Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made

available for public comment 30 days prior to its adoption. The district-wide may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education. The Building Level Plan must be reviewed and adopted by the Board of Education on an annual basis. The Building Level Plan contain confidential information and shall not be discussed in the open meeting forum. Questions and Concerns regarding the Building Level emergency plan will only be discussed in a closed door meeting.

- While linked to the District-wide School Safety Plan, the Building-level Emergency Response Plan shall be confidential and shall not be 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 School Safety Plan must be posted on the District Website within 30 days of adoption.

Section II: General Emergency Response Planning

- A.** The District Safety Committee has identified sites off campus that have the potential to affect the district because of an emergency. The sites identified have been specifically identified because of size, proximity to district facilities, and the presence of hazardous materials and population. This list may not be all-inclusive.
- ◆ Rt. 33 This route has a potential for hazardous material incidents, large fire and or explosions.

 - The District Safety Committee has also worked to identify areas on the campus and in the building that has a potential to affect the facilities or cause emergencies if not managed properly. This facility is identified in the Building Level Emergency Response plan.
- B.** The District has worked to develop plans for taking actions in response to an emergency. The facility has complete evacuation plans. These plans are confidential and are found in detail in the building level emergency response plan. Below is a summary:

- Evacuation before, during and after school hours - During an ordered evacuation, all building occupants will vacate the building along assigned routes. If an exit is blocked, building occupants should exit out of the next available exit.
- Sheltering sites - The building has developed internal and external shelter areas to protect building occupants. The shelters will be examined before students, faculty and staff are moved to these locations.
- Procedures for addressing medical needs - If medical assistance is needed during an evacuation, the building occupant is to call 911. Upon evacuation from the building, children with special medical conditions (epileptic, diabetic) are brought to the nurse, outside of the building. The nurse will attend to these children during the emergency. If the nurse is needed elsewhere, she will designate an individual to care for the special needs children.
- Transportation - During an emergency, if transportation is needed, this will be done through proper channels. If the First Student Incorporated Transportation department is unable to provide for the building transportation needs, the Operations Manager will arrange for transportation using pre-established protocols.
- Emergency notification of persons in parental relation to the students will be made using SWISP Reach, Remind app, local media, social media, school website. If the emergency involves only a few students, the school will notify parents individually, (i.e. school bus accident, medical emergency).

The District has many protocols for emergencies. These protocols are kept confidential to protect the safety of our students and staff. The details of each protocol are found in the Building Level Emergency Response Plans. The protocols include, but are not limited to:

Functional Annexes – Shelter In Place
Functional Annexes – Hold In Place
Functional Annexes – Shelter In Place

Functional Annexes – Evacuation
Functional Annexes – Shelter In Place
Functional Annexes – Lockout
Functional Annexes – Lockdown
Functional Annexes – Crime Scene Management
Functional Annexes – Communications
Functional Annexes – Public Health, Medical, and Mental Health
Functional Annexes – Accounting for All Persons
Functional Annexes – Family Reunification
Functional Annexes – Security
Threat/Hazard Specific Annexes - Introduction
Threat/Hazard Specific Annexes – Example Active Shooter Annex
Threat/Hazard Specific Annexes – Example Bomb Threat Annex
Threat/Hazard Specific Annexes –Insert Threat/Hazard Annexes

In the event of an emergency, the District Emergency Response team will utilize the nationally recognized incident command system. The Incident Command Structure for the district can be found in the ICS portion of this plan.

C. The Enterprise Charter School District has many resources that can be used during an emergency. The building has a complete list of resources in the Building Emergency Plan. Some of the resources available in the district include:

- ◆ Fire Extinguishers
- ◆ Cell Phones, ipods, SWISP Reach
- ◆ Fax Lines
- ◆ First Aid Kits
- ◆ 3 AED's
- ◆ Two-Way Radio Commands

D. During an Emergency, it may become necessary for the district to utilize all available staff. If additional staff is needed, the Superintendent of Schools, and the Head of Buildings and Grounds will make all staff available to assist as needed. Upon being activated, the staff members will report to his/her supervisor and will await instructions.

During an emergency, the following persons are authorized to make decisions on behalf of the Enterprise Charter School District:

- ◆ Superintendent of Schools

- ◆ District Incident Command Coordinator (Superintendent)
- ◆ Building Incident Command Coordinator (Superintendent)
- ◆ Head of Buildings and Grounds
- ◆ Building Principal
- ◆ Dean of Students

- E. Every school year, the Enterprise Charter School District - District Level Emergency Response team must participate in a multi-hazard training session. This session can be a tabletop, simulation, or a complete exercise. Administrators, faculty and staff must participate in this training. Upon completion of the training, the Safety Committee will review the procedures, and update as necessary.
- F. Each year, the building and the Building Level Response team must have a complete training session. This session can be a tabletop, simulation, or a complete exercise. Administrators, faculty, staff, students, and responding emergency agencies.

Section III: Responding to Threats and Acts of Violence

- A. The Enterprise Charter School District will investigate all reported threats and acts of violence by students, teachers, and other school personnel as well as visitors to the school. Threats by students to themselves, including suicide will also be investigated.

Whether it is a direct threat, or an implied threat, upon hearing information about a violent event, the person hearing the threat, or to whom the threat was reported, must report to the building administrator immediately. The building administrator will gather the necessary information to determine if a threat exists. If the threat is in fact real, the Superintendent of Schools must be notified. If the threat is real, disciplinary procedures will be carried out as outlined in the Enterprise Charter School District's Code of Conduct.

If the threat is by a student to themselves, including suicide, the parent or guardian will be contacted using the emergency contact information that is provided to the school by the parent/guardian.

- B. The Enterprise Charter School District will utilize the nationally recognized Incident Command System when responding to all acts of violence within the school district. If the violent act was of a short duration, such as a fight, the building administrator will

investigate, and impose disciplinary measures. All disciplinary actions taken will conform to the policies and procedures set forth in the Code of Conduct found in the ECS handbook.

- C. If an act or threat of violence is a criminal offense, the building administrator will contact the local law enforcement officials immediately. A delay in response by appropriate law enforcement could disturb evidence, or infringe on an individual's rights in accordance with the laws of due process.
- D. The Enterprise Charter School district has adapted many protocols for emergency situations. These protocols are found in detail in each Building Level Emergency Plan.
- E. If there is an emergency within the Enterprise Charter School district persons of parental relations to students must be contacted, the following outline will be followed:

If the event is of a short duration, and only involves a small number of students, the person in parental relations will be contacted directly by the school district. The school will utilize the Emergency Notification System/Binder that is kept on file with the district to accomplish this task. It is the responsibility of the person in parental relations to maintain an accurate contact number in the district file.

If the event involves an entire building, or encompasses the entire district, persons in parental relations will be contacted via SWISP Reach, Remind App, local and social media. Persons in parental relations should not report to the school unless the media has advised them that it is safe to come to the campus.

Section IV: Communication with Others

- A. During an emergency, the school district may rely on outside agencies to provide assistance to the school district. For all emergencies at the school, 911 should be called to obtain outside assistance. If a person called a non-emergency number critical help may be delayed and the potential for loss of life or property damage would be increased.
- B. During an emergency, if the school district needs assistance from local government agencies, or if an incident within the district has the potential of impacting the surrounding community, the Buffalo Public Schools, City of Buffalo Emergency Personnel and the Erie County Emergency Coordinator should be contacted.

If there was an emergency within the community that has the potential of impacting the school, local emergency officials, the Buffalo Public Schools, City of Buffalo

Emergency Personnel and the Erie County Emergency Coordinator should contact the Enterprise Charter School District Superintendent, or designee.

- C. In the event of an early dismissal or a disaster within the school district it may be necessary to inform other educational agencies in the surrounding community. The list of these agencies has been included behind this tab. Not all agencies may be contacted, the Superintendent of Schools will confer with the Incident Coordinator and then make appropriate contacts.

Section V: Prevention and Intervention Strategies

- A. Within the Enterprise Charter School District, in order to maintain secure facilities, the following actions have been implemented:
- Video cameras are used on school grounds, in school buildings and buses to monitor activity.
 - Faculty, staff, substitutes, volunteers, and interns are issued ID badges that are to be worn at all times.
 - After buses unload in the morning, school buildings are locked and monitored by a staff member. Visitors must be identified at the reception area to be allowed access electronically, visitors must state their name, purpose of visit, and produce photo ID to gain entry. They will be required to produce an ID that can be used to enter them into our visitor management system. Visitors will be provided temporary name tags.
 - The district partners with local law enforcement agencies.
 - The district conducts safety reviews annually to evaluate district and building level safety plans in accordance with New York State Safe School Against Violence in Education (S.A.V.E.) Law.
- B. All school staff are required to undergo annual training on the emergency response plan, and this annual training includes components on violence prevention and mental health. This training must be completed by 9/15. Employees hired after the start of the school year must receive this training within 30 days of hire. The district is required to certify via BEDS reporting that this training occurs for all staff by 9/15.

During the school year, the Enterprise Charter School District has numerous staff development opportunities. These include presentations on many subjects, such as

early detection of potentially violent behaviors.

In addition to Staff development opportunities, the district employs staff from Gateway-Longview, counselors, and a social worker to help in the identification of family, community and other factors that relate to a child's behavior.

C. In an effort to decrease violence in the school, and the community, the Enterprise Charter School District has implemented some strategies for violence prevention and early intervention, these programs include:

- Staff development programs presented to the building greeter by the New York State Police. The training included de-escalation techniques for potentially violent situations.
- There are people in the building who have been trained in non-violent conflict resolution
- Civility and Character (*Love in a Big World*) training has been incorporated into the curriculum for grades K-8. Items addressed are tolerance, conflict resolution, and better choices, along with self in society. There is a scheduled SEL period for grades K-6.
- After school mentoring and tutoring sessions are available for all students

D. The Enterprise Charter School District is working to improve communication among students and between students and staff regarding reporting of potentially violent incidents. Some strategies that have been implemented include:

- ◆ Conflict resolution training that has been implemented into the curriculum
- ◆ Encouraging open discussion in health education classes on topics that affect all students such as bullying, respect, and mental health
- ◆ Currently, if a student is confronted with a problem, or becomes aware of a violent incident that is to take place, the school utilized the counselors as an anonymous reporting media

E. The Enterprise Charter School District has hired a Greeter for the school building. Aside from the annual safety training requirement, training is provided on a continuing basis within the district on Staff Development/In-Service days and before school PD opportunities.

The Greeter is directly responsible to report to the Building Administrator for all phases

of the school program assigned to him/her.

The duties of the Greeter include, but are not limited to:

General Responsibilities

1. Demonstrate a positive visible image to the general public, dress appropriately, and greet all visitors.
2. Demonstrates a supportive attitude to students, staff, faculty, and administrators.
3. Provide assistance to all visitors and personnel when need arises-assure all visitors are wearing proper identification while in school.
4. Supervise school lobby and hallways as assigned by building administrator.
5. Execute sign in/ sign out procedures for visitors at main entrance.
6. Report emergency situations to building administrators immediately.
7. Perform other task as requested by building administrator.

F. The Enterprise Charter School District has designated a District Chief Emergency Officer (DCEO) (Superintendent of Schools). This person is required to coordinate appropriate safety, security, and emergency training for district and school staff. The DCEO is required to annually update all Building Level Emergency Response Plans, assist with decisions related to security related to technology and development of policies for the use of such technology, and to ensure that the required evacuation and lockdown drill are conducted in accordance with the requirements of Education Law 807. The Superintendent has been appointed by the Board of Trustees to act as the Chief Emergency Office.

APPENDICES

Appendix 1

District Organization NIMS ICS. Including ICS Position

Appendix 2:

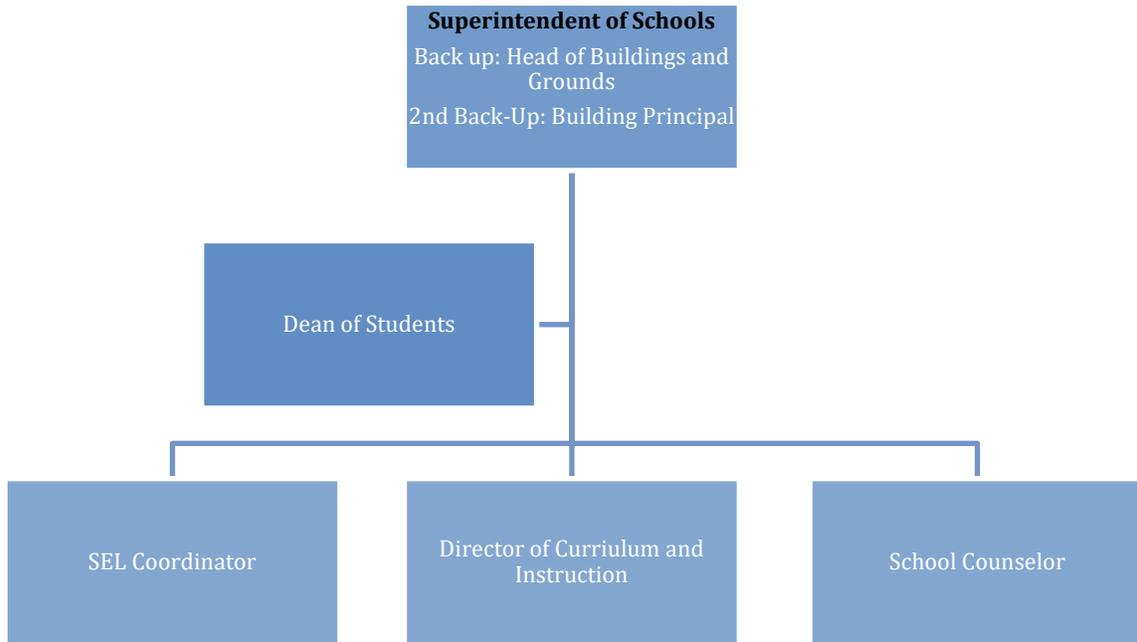
Emergency Supplies Inventory

Appendix 3:

Memoranda of Understanding

Appendix 1

District Wide Emergency Team



Appendix 3 – MOU's

The following Groups/Agencies have reached out to the Enterprise Charter School District to request assistance during an emergency that may impact their facility or jurisdiction:

Buffalo Erie County Public Library

The MOU's with this facility will be reviewed on an annual basis. The document copy of each MOU will reside with the "Chief Emergency Officer" and shall be approved by the Board of Trustees.

A meeting will be conducted with all stakeholders in the district to ensure each department understands what resources are being requested by each agency, or group during an emergency.