



Rochester Academy Charter School

District-wide School Safety Plan

2019 - 2020

SUMMARY OF LAWS

The following is a summary of New York State law pertaining to building level school emergency response plans. In 2000, Chapter 181 enacted Education Law §2801-a (Project SAVE) requiring the implementation of certain school safety plans. Education Law §2801-a required that every school district, Board of Cooperative Educational Services (BOCES) and county vocational education extension board, as well as the Chancellor of the City School District of the City of New York, develop a building-level school safety plan regarding crisis intervention and emergency response (“school emergency response plan”). Section 2801-a prescribed minimum requirements of a school emergency response plan, which included policies and procedures relating to responding to certain threats. These plans were designed to prevent or minimize the effects of emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such emergencies. The Commissioner of the New York State Education Department, prescribed requirements into regulation 8 NYCRR Section 155.17. Regulations are hyperlinked within this document.

[155.17 \(b\)](#) Development of school safety plans. Every board of education of a school district, every board of cooperative educational services and county vocation education and extension board and the chancellor of the City School District of the City of New York Shall adopt by July 1, 2001, and shall update by July 1st of each succeeding year, a district wide school safety plan and building level school safety plans regarding crisis intervention and emergency response and management.

[155.17 \(e\)\(2\)](#) School Emergency Response Plan. A school emergency response plan shall be developed by the building-level school safety team and shall include the following elements:

- [155.17 \(e\)\(2\)\(i\)](#) Policies and Procedures for Safe Evacuation
- [155.17 \(e\)\(2\)\(ii\)](#) Designation of Response Teams
- [155.17 \(e\)\(2\)\(iii\)](#) Procedures for Emergency Responder Access to Building Plans and Road Maps
- [155.17 \(e\)\(2\)\(iv\)](#) Communication in Emergencies
- [155.17 \(e\)\(2\)\(v\)](#) Definition of the chain of Chain of Command Consistent with NIMS/ICS
- [155.17 \(e\)\(2\)\(vi\)](#) Coordinated Plan for Disaster Mental Health Services
- [155.17 \(e\)\(2\)\(vii\)](#) Procedures for Annual Review
- [155.17 \(e\)\(2\)\(vii\)](#) Procedures for the Conduct of Drills
- [155.17 \(e\)\(2\)\(viii\)](#) Procedures for Restricting Access to Crime Scenes

[155.17 \(e\)\(3\)](#) A copy of each building level safety plan and any amendments thereto, shall be filed with the appropriate local law enforcement agency and with the State Police within 30 days of adoption.

[155.17 \(j\)](#) Drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness officials, conduct one test of its emergency plan or its emergency response procedures under each of its building level school safety plans, including sheltering or early dismissal.

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MISSION STATEMENT

The mission of Rochester Academy Charter School (RACS) is to provide students with rigorous, challenging academics through hands-on, meaningful learning opportunities that will provide them with the skills necessary to be successful academically, socially, and emotionally.

Our Beliefs:

We strongly believe in the following:

- Every child can learn and reach high levels of academic achievement
- Literacy in Math and Science is critical for participation in civic and economic life
- Motivation is vital for success
- Families are integral to students' successes
- Students learn when teachers continuously participate in professional development opportunities
- Every child can make a significant contribution to the school and community
- All of us grow when we embrace diversity

COMMITTEE MEMBERS

Name	Title
Samuel Martina	HS Assistant Principal
Mehmet Demirtas	Director/CEO
Dr. William Middleton	Board President
Deanna Wilkinson	ES Principal
Jennifer Doyle	MS Principal
Tyler Manchester	HS Principal
Dr. Matthew Juda	MS Assistant Principal
Kari Bearce	Teacher
Elizabeth Thulin	Facility Manager
Zehra Ercan	PR
Gary Wolfe	Parent

Distribution of the Plan

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency **and** with the New York State Police within thirty days of adoption.

The Comprehensive Management Plan will be sent to:

**New York State Police
Headquarters – Field Command
Attn: Safe Schools NY
1220 Washington Avenue, Building 22
Albany, NY 12226**

Or by email to:

info@safeschools.ny.gov

School ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.

Record of Distribution

Copies of the emergency response plan, including appendices and annexes are recommended to be distributed to your School Safety Team, local fire department, area law enforcement (including village, town, county and state police), local and county emergency management, the district superintendent and any other persons deemed appropriate by the School Safety Team.

Distribution of the ERP shall be sent to the following:

Agency
North Greece Fire Department
Greece Police Department
Monroe County Sheriff
Monroe County Office of Emergency Management

Plan Review and Updates

[8 NYCRR Section 155.17 \(b\)](#) requires the School Safety Team to review its ERP annually and update it by July 1st as needed.

Justification

To be prepared for an emergency or crisis and to insure a prompt, thoughtful response, the Director will prepare guidelines for the development of a Comprehensive Emergency Plan. The Plan shall make provision for:

- a) Shelter,
- b) Evacuation,
- c) Early dismissal,
- d) Annual written notification to students and staff,
- e) An annual drill, and
- f) Coordination with local emergency preparedness coordinators.

An Emergency Planning Committee (or Crisis Team) may be established to supervise the plan, and an Emergency Management Plan Coordinator (or Crisis Team Leader) may be appointed with responsibility for overall coordination and decision-making should an emergency occur.

The Board of Education may create and sustain a control center in anticipation of an emergency. Further, a survey shall indicate the location of potential emergency sites on School property as well as within the community itself.

8 New York Code of Rules and Regulations
(NYCRR) Section 155.13

Introduction

The purpose of this plan is to maximize the safety of every student, staff member and visitor of the Rochester Academy Charter School. It is intended to offer guidance and direction to school personnel in a variety of emergency situations.

Dissemination

All staff will receive a copy of the Emergency Quick Reference Guide and/or Building Level Emergency Binder within the first three (3) days of the academic school year (or at time of hire) and will be trained in its application.

Parents may view a copy of the Comprehensive Emergency Management Plan at the High School Office.

Procedures for Coordinating the Plan with County and Statewide Plans

Contents of the Comprehensive Safety Plan will be shared with appropriate state and local agencies. All emergency incidents shall be reported to the Monroe County 911 center, which will dispatch necessary emergency agencies. Appropriate emergency response agencies assume control of a situation and/or scene as the situation dictates. (i.e. the police have control over a situation any time they believe the area is a crime scene or it is in the interest of public safety for them to do so; the fire department assumes control over a fire scene.)

School Building Security Procedures

All entrances to school buildings are locked during normal business hours. The building receptionist at each main entrance will greet persons entering, identify them, have them sign in on a visitor's log and issue a visitor's pass. The receptionist then notifies the individual to be seen and directs the visitor to the correct location, as appropriate.

Staff and faculty are issued photo identification badges and key fobs that restrict entry to the buildings during other than normal hours. Photo identification is required to be worn at all times unless it interferes with teaching of students. Building principals will enforce this provision. Individuals without an identification badge or a visitor's badge will be asked for identification, questioned as to their purpose, and taken to the main office.

The building security systems constantly monitor access to the facilities during other than normal hours and denies access to unauthorized individuals. Cameras located inside and outside of buildings are recording daily.

Prevention and Intervention Strategies

The primary components of prevention strategies are as follows:

1. There exists a school and state-wide commitment to comprehensive character education stressing respect, responsibility, honesty, caring, and healthy lifestyles. According to the Dignity For All Students Act, or DASA, “it is the policy of the State to afford all students in public schools an environment free of discrimination and harassment.” Decreasing and eliminating incidents of bullying or any behavior that is inconsistent with the school’s educational mission is a major initiative of RACS.
2. Emphasis should be given to creating a school-community culture in which bullying is not tolerated.
3. Building-level specialists (counselors, school psychologists, prevention specialists, etc.) facilitate early identification of inappropriate behavior.
4. There is a commitment to a parent/school partnership in all phases of school operations.
5. Restorative Practices are to be implemented in order to attempt to resolve and mediate conflicts.
6. Anger Management programs at the Academy and Middle School have been established. Students who have had difficulty managing their anger may attend sessions to review triggers and reducers. This program is ongoing based on need.
7. The district participates in the Safe School Helpline 1-800-4-1-VOICE ext. 359 (www.safeschoolhelpline.com), an anonymous tip line where students, parents, staff and faculty can anonymously report information to school administration. This service is reviewed with students and faculty during assemblies and staff meetings each year.
8. School-wide support services including family services, psychological service, and counseling services are available.
9. Training for staff, in student conduct issues including de-escalation skills and procedural issues are conducted based on perceived need during Superintendent’s Conference Days, monthly faculty/staff meetings, and through GCN (Global Compliance Network) online tutorials.

The primary components of the school-based intervention strategy model are as follows:

1. Proactive, frequent parental contact.
2. Multiple referral options.
3. Progressive, reasonable consequences for violation of the school code.
4. Staff training in student intervention issues.
5. Appropriate administrative support levels.
6. Cooperative working relationships with outside agencies including the criminal justice system, social services, community agencies, BOCES and other districts.
7. Cooperative working relationship with the health care community (Comprehensive Psychiatric Emergency Program, or C.P.E.P., local physicians).
8. Dedication to restorative practices

Procedures Outlining the Role of School Personnel and Equipment in School Safety Measures

All staff members are responsible for school safety and should immediately report any incident of threat or violence, any school intruder or any other threat to the safety of staff, students, or visitors. All staff members are expected to respond within their reasonable abilities, taking care to safeguard their own person without compromising the safety of the students.

Training throughout the year is conducted via e-mail distribution, staff meetings, and during conference days.

Procedures for Annual Safety Training for Staff and Students

1. In-house drills will be conducted twelve (12) times during the school year (eight evacuation drills, four lock-down drills). These drills will cover emergency situations that schools might encounter which include but are not limited to: Fire, Safest Area, Go Home Early, Lockout, Lockdown, and Evacuation. Eight of the required drills will be completed by December 31 of each school year. Times and locations of drills will be building specific, but will conform with (*EL ss807.1*).
2. The Building Safety Plans and the Emergency Quick Reference Guide will be reviewed within the first seven (7) days of school by building principals.
3. Annual “Tabletop Disaster Drills” will be conducted with all State, County and Local emergency response agencies. These drills will involve a thorough critique of the entire Comprehensive Safety Plan as well as planned procedures by emergency response agencies. In addition, a review of potential emergency sites will be conducted throughout the year involving the school and the community. Upon completion of the drill, a review of the exercise will be conducted. Revisions to Building and the Comprehensive Emergency Plans will be completed as needed.

4. Building-level administrators will conduct an annual review of their Building Safety Procedures. In addition, they will evaluate building security and access procedures. Policies and procedures will be reviewed with receptionists at each facility annually.

5. District-wide AED training drills will be completed for each building twice a year (October and February). In addition, training sessions for basic certification in CPR and AEDs will be scheduled throughout the school year. Bi-annual (2 year) re-certifications will be scheduled as required.

Procedures for Review and Conduct of Drills to Test Components of the Plan

Each year, RACS will conduct at least one (1) test of the emergency response procedures for each student-occupied facility. Each year, a review involving emergency response agencies will be conducted to evaluate the various aspects of the Comprehensive Emergency Plan and emergency procedures outlined therein. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible. A review of potential emergencies and the response by the emergency agencies, with emphasis on existing and potential hazards that affect school locations, will be conducted. The review will include the Emergency Response Teams, Fire Dept, Ambulance Corps, City Police, Sheriff's Department, State Police, State, County and Municipal Highway Departments. Potential emergency sites for review each year include:

School Facilities:

High School, 1757 Latta Road, Greece, NY

Middle School, 841 Genesee Street, Rochester, NY

Elementary School, 125 Kings Highway South, Irondequoit, NY

Hiring/Screening Process for School Employees

Unless otherwise authorized in accordance with law and regulation, RACS shall not employ or utilize a prospective school employee, as defined below, unless such prospective school employee has been granted a "full" clearance for employment by the State Education Department (SED). RACS shall require a prospective school employee who is not in the SED criminal history file to be fingerprinted for purposes of a criminal history record check by authorized personnel of the designated fingerprinting entity. For purposes of this provision of law, the term "criminal history record" shall mean a record of all convictions of crimes and any pending criminal charges maintained on an individual by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI).

Prior to initiating the fingerprinting process, RACS shall furnish the applicant with written notice on a form prepared by the Commissioner of Education addressing the fingerprinting requirements and the applicant's right to obtain, review and seek correction of his/her criminal history information. Additionally, where the prospective school employee is not already in the SED criminal history file, RACS shall obtain the signed, informed consent of the applicant to perform the criminal history check. Every set of fingerprints taken shall be promptly submitted to the Commissioner of Education for purposes of clearance for employment.

Where the prospective school employee is already in the SED criminal history file, RACS shall request the clearance for employment on forms or an equivalent manner prescribed by SED. Furthermore, RACS shall notify SED, in a manner prescribed by the Department, of a prospective school employee who has commenced employment with or began providing services for RACS, the date of the commencement of such employment or service, and the position held by such individual. Similarly, RACS shall notify SED, in a manner prescribed by the Department, of a fingerprinted employee who has been separated from employment with RACS or ceased providing services for RACS, and the date of such separation from employment or cessation of services. All criminal history records processed by DCJS and the FBI and sent to the Commissioner of Education are confidential. The records may not be published or in any way disclosed to persons other than the Commissioner unless otherwise authorized by law.

Unless otherwise exempted pursuant to law, the applicant shall be responsible for the payment of fees to SED for a criminal history record check. However, if approved by resolution, RACS may authorize the payment of such fees on behalf of prospective employees. The Board or its designee is also authorized to waive the payment of such fees in cases of unreasonable financial hardship to the applicant or his/her family. If the Board decides to waive payment of the fees for the prospective employee, payment of the fees becomes the responsibility of the Rochester Academy Charter School.

Who Must Be Fingerprinted

All "prospective school employees" of RACS must be fingerprinted. For purposes of this policy and the applicable provisions in law and Commissioner's Regulations, "prospective school employee" shall mean any individual who will reasonably be expected by the school to provide services which involve direct contact, meaning in person, face-to-face communication or interaction, with students under the age of twenty-one (21) and who is either:

- a) Seeking a compensated position with RACS and is not currently employed by RACS or a student enrolled in the instructional program of a grade level in RACS; or

- b) An employee of a provider of contracted services to RACS who is to be placed within one of the schools; or
- c) A worker who is to be placed within one of the schools under a public assistance employment program pursuant to Title 9-B of Article 5 of the Social Services Law, directly or through contract; or
- d) Any individual who is employed by or associated with a supplemental educational services provider and who will provide supplemental educational services through direct contact with eligible children, regardless of the location in which such services are delivered.

Individuals Who Are Specifically Excluded

Individuals excluded from a criminal history record check/fingerprinting pursuant to this provision of law and regulation are those individuals who:

- a) Have provided services to RACS in the previous school year either in a compensated position, or as an employee of a provider of contracted services to RACS, or as a worker placed within one of the schools under a public assistance employment program pursuant to Title 9-B of Article 5 of the Social Services Law directly or through contract; or
- b) Will reasonably be expected by RACS to provide services for RACS on no more than five (5) days in the school year in which services are to be performed, provided that RACS provides in-person supervision of such individual by one (1) or more employees of the Rochester Academy Charter School while that individual is providing such services. Individuals providing such time-limited and supervised services may include but shall not be limited to artists, guest lecturers and speakers, and sports officials.

Any prospective employee who previously has been fingerprinted in order to obtain certification, and whose fingerprints remain on file with the Division of Criminal Justice Services (DCJS), will not be required to be fingerprinted again for purposes of a criminal history record check.

Removal from the SED Criminal History File

Where individuals have been separated from employment at the Rochester Academy Charter School and have not become employed at RACS or another school district, BOCES or charter school within twelve (12) months of such separation, SED shall notify DCJS of such separation for the purpose of destroying the fingerprints of that individual. Further, upon request of such individual, SED shall notify DCJS prior to the expiration of such twelve-month period for the purpose of destroying his/her fingerprints. Such individuals shall be removed from the SED criminal history file.

Emergency Policies and Procedures (Violent Behavior)

All staff members are required to notify the building administrator of any violent incident. The building administrator will determine the seriousness of the situation and contact law enforcement immediately if the situation warrants. However, in an emergency, any staff member may call 911.

*Prior to the arrival of law enforcement representatives, the building administrator will make every effort to **restrict access to the crime scene** in order to preserve evidence. Upon arrival of law enforcement officials, they will take over this responsibility with the full support of the building administrator.*

The chain of command call list will be utilized in order to inform all educational agencies of a substantial emergent situation.

A. Procedures for Disseminating Information Regarding Early Detection of Potentially Violent Behavior

1. Building support teams will be introduced at the first faculty meeting of each year. Current procedures for referring students will be outlined.
2. Building administrators and counselors shall establish referral procedures.
3. All students shall be encouraged to “tell an adult” about any potential act of violence.
4. Students will be encouraged to utilize the Safe Schools Help Line:
1-800-4-1-VOICE ext. 359
1-800-418-6423 ext. 359
www.safeschoolhelpline.com

B. Responding to Implied or Direct Threats by Students, Staff, and Visitors

All threats of violence against any person or property are considered serious. Such threats shall be immediately reported to a supervisor or administrator, who shall immediately cause an investigation into the threat. The very act of a threat shall be cause for discipline against a student or staff member and immediate removal of a visitor. Law enforcement officials will be contacted by the supervisor/administrator if deemed appropriate. Violators will be subject to criminal prosecution upon consultation with school administrators, police investigators, and the District Attorney’s office.

A threat of imminent violence will result in immediate removal from school facilities. Assistance from law enforcement officials may be sought.

C. Responding to Acts of Violence

1. Student Fights

Staff Involvement

Violent behavior between and among students or directed by one student against any individual requires immediate staff response. Violence can be most effectively curtailed by a preponderance of force. Staff should assess the situation and seek to amass a preponderance of force. What constitutes a preponderance of force varies with the situation. For example, in the case of two kindergartners, that could be a single adult. In the case of two large high school students, that could mean a dozen or more adults.

The staff member discovering a fight therefore should:

- a. Order the students to cease and desist.
- b. Immediately report the fight to the office by telephone or, if necessary, send a student to report the incident.
- c. Assess any personal risk.
- d. Refrain from personal involvement until a preponderance of force reduces personal risk.
- e. Defer to administrators/supervisors/support staff and assist in crowd control.

Police Involvement

If a staff member believes a student fight poses a serious, imminent risk, and staff or administration cannot control it, **a staff member should call 911.**

Administrative Involvement

Upon arrival at the scene, the building administrator shall take control of a situation unless police are present. The building administrator shall attempt to end the fight and move the participants to another area. If personal involvement is required, the building administrator shall attempt to amass a preponderance of force to handle the situation.

2. Weapons

As per the school's weapon policy, no student, staff member or visitor is to be in possession of any weapon at any time on school grounds, in school buildings, or at school events unless there is a clear and specific educational purpose (and that purpose has been approved by a school principal).

When Confronted with an Armed Person

- a. Try to stay calm and try to keep the armed person calm.
- b. Try to determine what the armed person wants and ask for permission to leave with your students.

- c. If safely possible, leave the area with your students. If reasonable, take the attendance log.
- d. In the event of a firearm, try to safely place as much distance as possible between you and the individual.
- e. Immediately notify the office and seek assistance.

Administrative Responsibility

- a. In all cases of students, staff or visitors brandishing a weapon, police will be called.
- b. If any individual is suspected of having a weapon, police will be called.
- c. The individual will be closely observed until police arrive.
- d. At the decision of an administrator, any time there is reasonable suspicion that a student is in possession of any weapon, the administrator may implement search procedures. A search should be carried out with two or three other same-sex adults. The search may include a pat down of the student’s person and backpack as well as a locker search. If the student is non-cooperative with the search, police will be called. In case of a suspected firearm, police will be called first.
- e. In all cases involving weapons, the Director/CEO of Schools will be notified.
- f. When necessary, lockdown procedures will be implemented.

Acts of Violence by Others

An act of violence by a non-student or any visitor to a school will always be immediately reported to police authorities. All other guidelines in this plan shall pertain.

D. Post-Incident Responsibility for ALL acts of Violence

After any violent incident, appropriate disciplinary measures shall be enforced by the building administration. In all cases, parents shall be informed. Police will be informed regarding any serious issue of violence or any time the incident constitutes a crime under the NYS Penal Law or any time a student or parent requests that police be informed.

1. Contacting Parents Regarding Violent Incidents

For incidents involving one or more students, the building administrator shall notify the parents of all students involved as soon as possible regarding the details of the incident. Whenever the safety of the general student population

has been jeopardized or is in future jeopardy, all parents will be notified of the circumstances of the incident as soon as possible.

2. Obtaining Written Statements

Administrators or the police investigators may take statements and supporting depositions, in written form, if deemed necessary. When juveniles, who are under the age of 16, are being questioned by the police on school property, parents and/or school officials must be present. In all incidents, parents must be notified of the involvement of the police department.

School-Wide Command

A. Incident Command – Personnel

1. RACS Safety Coordinators

Matthew Juda, Assistant Principal - Middle School
Samuel Martina, Assistant Principal - High School
Deanna Wilkinson, Principal - Primary School

When the Safety Coordinators have been notified that an emergency exists, they will activate the Plan and direct the operation from the Command Post.

The Safety Coordinators will take FULL CONTROL in the event of an emergency and will direct the appropriate personnel to implement the emergency response. They will be in continual communication with the Director/CEO to update the situation of the emergency.

The Safety Coordinators will meet with local government and emergency service organization officials for advice and assistance in emergency situations that exceed the expertise and/or resources of the schools. They will be prepared to turn over control to these outside agencies.

The Safety Coordinators will submit post-emergency reports to the Director and the Board of Trustees.

The Safety Coordinators will oversee and assure that there is an annual performance testing of the Emergency Management Plan.

2. Public Information Officer

Zehra Ercan, Community Relations Coordinator

In the event of a disaster, the Director and those so designated by the Director will be the only individuals authorized to communicate with the media. Where appropriate, parents and guardians will be notified via the media of any situation that requires a school building to be evacuated or otherwise closed. A Public Information Officer shall be designated by the Director to provide assistance in compiling information about the disaster for release to the media.

Media access to the disaster scene can only be granted by the Director or his designee.

B. Chain of Command Consistent with the National Incident Command System

Command shall establish a Command Post for each incident. The Operations Center shall act as the stationary command center RACS-wide. RACS shall work with other agencies to establish a Mobile Command Center.

Command - Director of Schools/Designee
Operations - Director of Facilities & Operations
Planning - Safety Team
Logistics - Building Principal

C. School System Command Post

During an emergency, Rochester Academy Charter School will maintain a Command Post at Director's office. The Command Post should have available, complete and up-to-date maps of all school facilities. The Command Post should also have available:

- *Material Safety Data Sheets for chemicals on site.*
- *Directories of all staff and students: including names, addresses, contact names and phone numbers.*
- *Emergency health information on all staff who wish to provide such information. (Emergency information on staff should be annually reviewed for whom to notify in an emergency).*
- *The locations of any hazardous materials on site.*

D. Building Command Post

Each building will designate a safe area (min. 300 feet) near each building as a Command Post.

A properly equipped school bus (or otherwise designated vehicle or building) will be provided as shelter for the Command Post. The building principal will be stationed at the Command Post along with other critical building personnel as predetermined by the building principal.

All attendance reports and communications will be received at this Command Post.

The Command Post should also have available:

- *Material Safety Data Sheets for chemicals on site.*
- *Directories of all staff and students (inc. names, addresses, contact names and phone numbers).*
- *Emergency health information on all staff who wish to provide such information. (Emergency information on staff should be annually reviewed for whom to notify in an emergency).*
- *Locations of any hazardous materials on site.*

The Command Post will be clearly marked on the building map.

In the event that the building is evacuated to another site, a Command Post is to be established at the new site as soon as possible.

E. Evacuation Procedures, Sheltering Sites, Medical Assistance, Transportation Arrangements, Emergency Notification to Parents in response to a “Serious Violent Incident”.

(Each building shall establish individual evacuation and sheltering procedures. See Building Emergency Preparedness Plan.)

1. Emergency notification and health information will be moved to evacuation sites.
2. Medical assistance shall be coordinated through North Greece Fire Department. Assistant Principals shall be the medical liaison for each building.
3. Parents shall receive information regarding official designated radio and television stations for emergency information as well as the County Emergency 911 center. PR Coordinator will notify the Media (listed below) of any information as may be necessary to keep parents updated as to the locations of students, pick-up instructions, or other relevant information:

WHAM - 1180 AM	WHAM - Channel 13 TV
WHEC - Channel 10 TV	WROC - Channel 8 TV
Spectrum - Channel 1 TV	WARM - 101.3 FM
WPXY - 97.9 FM	WCMF - 96.5 FM
ZONE – 94.1 FM	Democrat and Chronicle

4. Public Information Officer will update the district’s website with any pertinent and available information as soon as possible.
5. The School Messenger system will be used to contact Parents, Staff or Media

E. Procedures for Assuring that Response Agencies have Access to Floor Plans, Blueprints and Schematics of Interior and Exterior Properties and Access Areas

Floor plans are included in the Quick Reference Guide. Blueprints and schematics are available through the Director of Facilities & Operations. Large-print copies have been provided to County and Local Police, Fire Department and County Emergency Planning Agency. Copies of floor plans are located at the Command Post.

G. Description of Internal and External Communication Systems

1. Internal
Each building shall ensure clear communication for all emergency actions. Communication standards and procedures shall be reviewed annually.

Buildings shall access telephones, cellular phones, two-way radios and intercom as appropriate.

2. External
External communications include the 911 System, two-way radios, cell phones and e-mail.

RACS School Vehicle - Facilities Manager

H. Emergency Response Teams

The Emergency Response Team for the Rochester Academy Charter School shall be:

- Director of Schools
- Chief of Police
- County Emergency Management
- Fire Chief
- Director of Facilities & Operations
- Director of Special Programs
- All Principals

Principals will form Emergency Response Teams for each building.

I. Post-Incident Response Teams (PIRT)

The Emergency Response Team shall become the PIRT once the incident has ended. The PIRT shall expand to include counselors, representatives from local agencies and the community at the request of the Director or designee.

Informing Agencies of Emergent Situations

In the event of a pending emergency, the following means of communication may be used in order to disseminate pertinent information:

Telephone, fax, e-mail, local media, NOAA weather radio, Emergency Alert System (EAS), School Messenger Service, district website.

J. Emergency Phone List -- Rochester Academy Charter School

Title	Name	Phone
Director	Mehmet Demirtas	585 4679201
Facilities & Operations	Elizabeth Thulin	585 4679201
Athletic Director	Kyle Laskowski	585 4679201
Technology Coordinator	Berktan Obadasi	585 4679201
Information Coordinator	Zehra Ercan	585 4679201
<i>Principals:</i>		
High	Tyler Manchester	585 4679201
Middle	Jennifer Doyle	585 2354141
Elementary	Deanna Wilkinson	585 2350135

K. Emergency Phone List – Outside Agencies

Office	Non-Emergency	Emergency
Rochester Police	428-6954	911
Greece Police	865-9200	911
Irondequoit Police	336-6000	911
Monroe County Sheriff	753-4178	911
NY State Police	279-8891	911
Rochester Fire Department	428-3695	911
North Greece Fire Department	865-2887	911
Irondequoit Fire Department	336-6097	911
Monroe County Fire Coordinator	753-3750	
Monroe County Public Health	753-2991	
Rochester Gas & Electric	Days	546-1100
	Nights	546-1100
	Sunday/Holiday	724-8916
NYS Gas & Electric	Days	1-800-572-1121
	Nights	1-800-227-0888
	If no answer	526-5434
D.E.C. Spills	Days	226-2466
	Nights	1-607-324-4504
	Hot Line	1-800-457-7362
Highland Hospital		473-2200
Unity Hospital		723-70000
Poison & Drug Information Center		1-800-333-0542
National Response Center		1-800-424-8802
CHEMTREC		1-800-424-9300
Mercy Flight	1-800-443-4375	396-0548
NYS OGS Div. Of Donated Food		1-518-473-9376

Incident Response

A. Closing School – Go Home Early

The implementation of a Go Home Early Plan is imperative when a situation requires the school system to return students to their homes and families as quickly as possible. An example of a condition that might require this plan to be implemented would be an impending blizzard, making it extremely hazardous to transport students home at their normal time. The Comprehensive Emergency Plan for Weather would be utilized.

Go Home Early Plans for all school buildings can be found in the site-specific school building "Emergency Management/Disaster Plans".

B. Safest Area

The Safest Area Plan will be implemented when it is safer for students to remain in the building than it would be for them to be sent outside or transported home. An example of a situation calling for the Safest Area Plan would be dangerous winds, such as a tornado. It may also be necessary to shelter students when the normal routes of travel have become impassable.

Safest Area Plans, including alternative sheltering locations, have been established and can be found in the site specific, school building "Emergency Management/Disaster Plans".

C. Evacuation Plan

The Evacuation Plan requires that students and staff leave the building and go somewhere else, either on or off school grounds. The assembly location following a building evacuation will depend on the nature of the emergency.

Though most emergencies or suspected emergencies will be of a nature such that students can safely remain on campus, arrangements must be made for moving students off-site.

Evacuation Plans including sheltering locations have been established and can be found in the site-specific school building "Emergency Management/Disaster Plans".

Evacuation locations are listed on Building-level emergency plans.

D. School Cancellation

In the event that an emergency incident requires school cancellation, students, staff, and parents will be contacted using the School Messenger Service, e-mail, and the Rochester Academy Charter School website.

OTHER SPECIFIC SITUATIONS

The School Building Emergency Response Plan will be followed in the event of any of the below situations:

Civil Disturbance	Fire Alarm System Activation
Building Structural Failure	Heating System Failure
Loss of Building	Roof Failure/Leak
Sewage System Failure	Airplane Crash

F. Protocols for Responding to Emergencies

1. Public Dissemination

The listening public will be properly notified if a disaster warrants their response.

2. Categories:

- FIRE
- BOMB THREAT
- HOSTAGE TAKING
- KIDNAPPING
- INTRUDER ON PREMISES
- CHEMICAL SPILL ON-SITE
- CHEMICAL SPILL OFF-SITE
- SEVERE WEATHER
- EARTHQUAKE
- FUEL SPILL
- NATURAL GAS LEAK
- EXPLOSION
- MISSING STUDENT/ON SITE
- MISSING STUDENT/OFF SITE
- ELECTRICAL OUTAGE
- BUS ACCIDENT/SEVERE INCIDENT
- MEDICAL EMERGENCY
- WATER EMERGENCY
- BIOLOGICAL THREAT
- ACTS OF VIOLENCE

CHAIN OF COMMAND

1. Building Principal
2. Police, Fire Department
3. School Director/CEO
4. Director of Facilities and Operations

Upon notification from the School System Command Post, activities will resume, be curtailed, or cease for the day.

In all emergent situations, specific procedures included in the Building-level Emergency Response Plans will be initiated.

Resources Available for Use in an Emergency

The Rochester Academy Charter School has created a comprehensive list of resources available during an emergency, including communications, food service capability, vehicle lists, and medical supplies and AED, CPR and First Aid trained staff.

Arrangements for Obtaining Emergency Assistance from Local Government

The School's Administration shall use the following process in making arrangements for obtaining assistance during emergencies from emergency services organizations and local county government agencies including the City of Rochester:

- Director/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response. Contact information is contained in the Comprehensive Safety Plan.
- Director/Designee contacts highest-ranking local government official for notification and/or assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

The School's Administration shall use the following protocol for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law:

- Director/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- Director/Designee will provide the following information: type of emergency, location, numbers of people affected, directions, etc.
- RACS has identified resources for an emergency from the following agencies: (examples include the Red Cross, fire department, police, Rescue Squad, private industry, private individuals, religious organizations and others).

Appendix

Emergency “To Go” Bag Guidelines and Contents

School Health Services personnel are responsible to provide initial emergency care i.e., First Aid and Basic Life Support in school and school-related settings.

The following items are included in the office emergency bag that is kept in the Main Office at the primary/elementary, middle, and high buildings:

- OSHA equipment (non-Latex gloves, gown and mask)
- Anaphylactic equipment: Epi-Pen
- Emergency Procedure for anaphylactic Shock (copy in a plastic sleeve)
- Resuscitation mask
- Frosting gel
- Band aids
- 4x4 gauze bandages – non-sterile
- Sanitary pad(s)
- Gauze roller bandage
- Adhesive tape
- Scissors
- Triangular sling
- Safety pins
- Magazine or cardboard (for splinting)
- Chemical ice pack
- Tongue blades
- Notebook and pen
- Brown lunch bag
- Large plastic trash bag
- Building-specific medication roster
- Emergency Bag guidelines

Communications Resources

During the event of an emergent situation, the Rochester Academy Charter School has the following communications resources available:

- PA (Public Address) system
- Landline Telephones
- Fax machines
- Television
- Computers
- Two-way radios