



HEBREW PUBLIC DISTRICT-WIDE SCHOOL SAFETY PLAN
SCHOOL YEAR 2017-2018

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Overview

Student and staff safety is a top priority for Hebrew Public. All staff and students must be prepared to respond to school emergencies from acts of violence to manmade 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 to with respect to a variety of emergencies that occur in schools. Hebrew Public is committed to creating school environments that are safe and secure. We encourage and provide on-going staff development and training in support of Project SAVE. This District-wide safety plan is a testament to our commitment and collaboration with school leadership to ensure that our schools are prepared to respond to any emergency.

The planning and development of our school-wide safety plans included developing relationships with our schools' local precincts, security vendor, staff and students. Each school's Safety Plan has been approved by each school's Board of Trustees and are routinely updated as necessary. Our goal is always to solicit as much input and feedback from our key stakeholders to prevent violence or unsafe school conditions.

Section I: General Considerations and Guiding Principles

A. Purpose

Each of Hebrew Public's charter schools have a comprehensive school safety plan that has been developed pursuant to Education Law § 2801-a and 8 NYCRR § 155.17. At the direction of the School's Board of Trustees, the Head of School has appointed a Building Level School Safety Specialists and School Safety Team (Building Response Team) and charged it with the development and maintenance of the Building Level School Safety Team Plan.

B. School Safety Teams

a. Building Response Team

- Selected by the Head of School.
- Emergency information and action management team.
- Activated to respond to school or student-related emergency incidents before first responders arrive.
- Consists of five members working under the direction of the head of the school.
- As members of the BRT, these employees are trained to collect and provide accurate information to the principal and BRT Leader in the Command Post.
- The BRT is responsible for reviewing and revising the school wide safety plan on an annualy basis and making any proposed changes to enhance the school's safety and security.
- The BRT consists of teachers, administrators, and school safety personnel.

b. Summary of Roles

- **Head of School** is responsible for making decisions such as activation components of the School Safety Plan, initiating appropriate emergency procedures, and coordinating the system-wide chain of command.

- Works closely with Borough Safety Director, CFN Network Safety Administrator, and Deputy Director of Facilities in directing and coordinating incident specific responses and resources.
- Ensures that continuous communication is maintained between the emergency responders, the BRT Leader, and the Incident Assessor.
- **BRT Leader** is responsible for providing direction, leadership and guidance to BRT members during emergencies.
- Acts as the communications liaison between between the BRT and the Head of The School during an emergency.
- **Recorder** is responsible for collecting detailed information from the beginning to the end of the incident.
- Multiple recorders can be assigned to a building and activated in an incident.
 - >One recorder may work with the Head of The School and another might work with the BRT Leader.
- Responsible for collecting all essential elements of information related to the incident.
- **Special Needs Coordinator** works with the school's coordinator for Limited-Mobility students and staff to ensure that the staff assigned to limited-mobility students are present (daily) and keep track of necessary personal equipment and supplies.
- Tracks all special needs students and staff during emergencies, collects information on LMS individuals, and ensures that all special needs students and staff have what they need during incidents that involve an evacuation, relocation, or sheltering-in.
- **The Emergency Officer** provides support based on the specific circumstances of each incident.
- In some incidents, the EO may be required to report to the hospital with staff or students. The EO may be

assigned to a relocation site prior to staff and student arrival to review the relocation plan with host school. The EO may also coordinate parent staging areas if required

- **Incident Assessor** conducts an on-scene initial assessment of the incident or emergency to assess the severity of the situation.
 - Collects all essential elements of information (EEI) from the scene and relays the information to the BRT Leader.
- > EEI includes incident specific information that is documented during an incident, which includes the names of 911 responders and external agency responders.
- **Assembly Point Coordinator** monitors and assists with the relocation of staff, teachers, and students to either an internal or immediately external assembly point(s) during an emergency.
 - Collects information from teachers and other staff on missing students or potentially unaccounted for individuals.

c. Coordination with Emergency Officials

- Each Hebrew Public school will conduct periodic drills and trainings to test components of each school's safety plan in coordination with local emergency responders and preparedness officials.

Section II: Risk Reduction/Prevention and Intervention

A. Implementation of Safety Plan:

- a. Training, Drills and Exercises
 - i. As mentioned above, Hebrew Public takes student safety very seriously and therefore our operations teams attend annual safety trainings given by NYC Charter School Center to ensure that we adhere to all safety policies and procedures required by NYC Charter Schools. Protocols outlined in the District-wide Safety Plan have guided the

implementation of each school's individual safety plans. Each year, the operations teams provide staff trainings for all school staff members during summer professional development prior to students returning. The training cover the following topics to ensure that all staff members are prepared to respond to any of the below building emergencies.

1. *Fire*
2. *Evacuation – Site Identified*
3. *Lockdown*
4. *Shelter-In*
5. *Medical and AED *The school nurse and the mandated number of staff members are trained in First Aid/CPR/AED*

Additionally, we provide additional trainings throughout the school year to ensure that new staff members are trained and quarterly checks are completed with current staff members to ensure they are familiar with the below procedures. We want our staff to be prepared to act quickly, intelligently, and effectively during any emergency situations. Each school keeps a record of all building drills, checks and trainings provided to each school's authorizer.

B. Implementation of School Security

- a. School Safety/Security Roles are as follows at each Hebrew Public School.
 - i. Each school has from 1-3 security agents assigned to the school based on the # of students and building square footage.
 - ii. Designated staff members are assigned to specific areas during arrival, dismissal and transitions to ensure the safety of the students.
- b. The front doors of all Hebrew Public schools remain locked throughout the school day.
- c. All visitors must be buzzed into the building and sign-in and sign-out with a school safety agent.
- d. Each school is equipped with security cameras and alarms to ensure student and staff safety.
- e. All school leaders have a walk-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

Hebrew Public school main offices have updated School Staff Contact list (with cell phone numbers) that are updated quarterly by the operations team and placed within the school safety binder. The binder also contains local phone numbers of police, fire, hospital and public evacuation sites. Each staff member receives an updated list of emergency contact information for all students quarterly.

C. Hazard Identification

- a. Over the summer, each school's building custodian and Director of Operations complete a full walk-through of the building to identify any potential areas of concern in and around the building. The School Safety agent and custodial team address any issues with the building's systems and familiarize themselves with the building's units to ensure they know how to respond to any building emergencies that may occur throughout the school year.

D. Early Detection of Potentially Violent Behaviors

- a. Each School's leadership team tracks student behavior in our student management system, PowerSchool. Student behavior data is input on a regular basis and all incidents are closely monitored by the school social worker to help address and prevent any future incidents. Some school staff are trained to recognize signs of violent behavior. The data inputted in PowerSchool will be inputted into VADIR. Schools report student behavior to the school's Board of Trustees monthly through the data dashboard.

Section III: Responding to Threats and Acts of Violence

A. Response to Acts of Violence

- a. In the event of actual violence by any member of the school community, the school will implement the following procedures.
 - i. Injured parties will be taken care of immediately
 - ii. Violent individual will be contained by school personnel

- iii. Head of School will make level of threat determination and advise on the following to ensure safety of staff and students:
 1. Initiate Lockdown
 2. Initiate Evacuation
 3. Communicate with Local Precinct

B. Notification and Activation

- a. All school staff is trained on how to respond to violent student and staff behavior. In the event that there is a violent incident that puts students and staff in imminent danger, school staff is trained to make an immediate phone call to the police and to notify the Head of School.
- b. The Head of School will notify Hebrew Public's leadership team and will together generate a message to the Board of Trustees if necessary. Additionally, the Head of School and the Director of Operations manage immediate communication to school staff.
- c. As necessary, the Director of Operations, with the support of Hebrew Public's communication team, creates a message to notify parents of the incident to be sent through our One Call and Mailchimp system that has the most updated emergency contact information for students.
- d. Each school has established relationships with local officials and government agencies to help resolve all school emergencies.

Section IV: Recovery

A. District Resources Available for Use in an Emergency

- a. At each of our 3 campuses, a detailed school safety plan containing specific emergency procedures for each school can be found in the school's main office.
- b. The following personnel are on staff at each school to support in responding to a school emergency:
 - i. Nurse and personnel – Certified in CPR and AED
 - ii. School Safety Agent
 - iii. Head Custodian
 - iv. Building Response Team
 - v. School Social Workers

- c. Each school is equipped with the following to resolve building emergencies:
 - i. School First Aid Kit
 - ii. Medical Supplies located in the Nurse's Office
 - iii. AED Machines
 - iv. Emergency Backpacks located in each classroom
 - v. Emergency Communication Equipment
 - 1. Walkie-Talkies
 - 2. Cell Phones
 - 3. Network Computers
 - 4. PA system

B. Internal Post Mortem

- a. After each school incident, Hebrew Public and each school's Safety Team conducts an internal Post Mortem that will include re-evaluations of violence prevention and safety procedures as appropriate to improve our plan and enhance our staff training. Updates to the Safety Plan will be made as appropriate.