



Castle Island
Bilingual Montessori

Safety Plan

*Be True to the Mission of
Castle Island Bilingual Montessori
During Times of Unrest*

2022-2023 School Year

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Contact Information:

If there is an EMERGENCY, CALL 911.

Albany Fire Department (non-emergency): (518) 438-4000

Albany Police Department (non-emergency): (518) 438-4000

Introduction

In the event of a school emergency, the following steps will be taken:

Alerting & Warning

o Safety Officer will inform the staff members of the type of emergency. After contacting emergency personnel, the Safety Officer will define the emergency as either:

- LOCKOUT: During a lockout, activities inside of the building will remain uninterrupted and continue as normal. Examples include but are not limited to: suspicious activity in front of or behind the school.
- LOCKDOWN: Immediately gather students away from the hallways and other areas into your classrooms. Lock all doors, but do not cover the windows and leave the blinds as they are. No one should be allowed to enter or exit the room. Do not answer the phone or your door. Do not respond to a fire alarm unless you see direct signs of a fire. Examples include but are not limited to: a hostage situation, kidnapping, intruder, civil disturbance, biological threat, etc.
- SHELTER-IN-PLACE: Gather students and report to designated areas safely away from all doors and windows. Examples include but are not limited to: threat of a tornado, severe weather, or a biological threat.

a. Preschool and Elementary classes will gather in the hallway near the Preschool classroom away from all doors and windows.

- HOLD-IN-PLACE: Everyone should stop what they are doing, where they are, and remain in place for further instructions. Examples of a hold-in-place include but are not limited to: there is a threat and administrators need to take attendance and wait for further instruction.

- **EVACUATION:** All individuals inside the school will evacuate across the street to 625 Broadway, NYS DEC Building. Examples of an evacuation include but are not limited to: fire, gas smell, unsafe building, etc.

Communication

Call 911 in case of emergency, indicate address or location if calling from a cell phone.

DO NOT hang up unless requested by emergency personnel.

- If evacuating, the School Director will bring emergency cards and daily attendance log (online) to the emergency destination.
- The School Director will inform media outlets if possible or necessary.
- Staff will reach families through students' and staff's emergency "card" information.

Staff Procedures & Movement of Students

- If the school is evacuated, follow Fire Drill procedures. Keep children quiet and calm and wait for further instructions.
- Guides will keep emergency cards, attendance sheets, and cell phones with them at all times.

BUS OR FIELD TRIP EMERGENCY

- If there is a car emergency, the office will be informed of the car and names of the children in the cars.
- Guides will carry emergency cards with them on all field trips.

Safety Officers of the School Emergency Response Team

1. School Director
2. Administrative Coordinator
3. Lead Guide A
4. Lead Guide B
5. Lead Guide C
6. Other staff present in the building (Assistant Guide, After Care Staff, Support Staff: Art Instructor or Maintenance Coordinator)
7. Board member (not present in the building)

Section I

General Considerations and Planning Guideline

A. Purpose and Identification of School Teams

- i. The Castle Island Bilingual Montessori School's Building-level Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Albany School District Board of Education, the School Director, Diane Nickerson, appointed a School Emergency Response Team and charged it with the development and maintenance of the School Emergency Response Plan.
- ii. The purpose of this Safety Plan is to ensure the comfort and safety of the children and staff at Castle Island Bilingual Montessori.
- iii. The command line begins with the School Director. If she is unavailable to make and communicate safety decisions, the Chain of Command is followed:
 - a. Administrative Coordinator
 - b. Lead Guide A
 - c. Lead Guide B
 - d. Lead Guide C
 - e. Other staff present in the building (Assistant Guides, After Care Guides, Support Staff: Art Instructor, Maintenance Coordinator, Interns)
 - f. Board Member (*not present in the building*)
- iv. The School Director will be the only person that will talk to the News Media or other outside sources.
- v. This safety plan will be reviewed every September to ensure it is up to date and there is a basic understanding on the procedures to follow for each situation. The required annual review will be completed before September 30th each year.
- vi. Building-level Emergency Response Plans 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.

B. Threats, Hazard Types, and Examples

- i. Potential threats include but are not limited to:

- Fire and smoke
- Gas Leak
- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Civil Disturbance
- Intruder Explosive/Bomb Threat

- Hazardous Material Biological
- Radiological
- Epidemic
- Others as determined by the School Emergency Response Team

C. Planning Assumptions and Limitations

- i. During operations, adjustments should be made based on the scope of the situation.
- ii. All of these steps are in place to allow the safest procedure to follow. In the event of an emergency, the main focus should be SAFETY.
- iii. This is not an exhaustive list of the different protocols to follow for every scenario.

D. Concepts of Operations

- i. The initial response to all emergencies at Castle Island Bilingual Montessori will be by the School Emergency Response Team.
- ii. Upon the activation of the School Emergency Response Team, the President of the Board of Trustees or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- iii. Efforts may be supplemented by county and state resources through existing protocols.

Section II

General Emergency Response Planning

Summary:

- **GATHER STUDENTS**
 - The safest location is where you are, unless it is an exposed/unlockable location. A place that is lockable and has few windows is best. If staff can do it safely, staff and students should run for one of these places.
 - Flee to safety when possible, fight and defend yourself if needed. If staff are directly confronted with a dangerous intruder, fighting for their life may be the only option. Use it as a last resort.
 - Call 911.
 - Wait with the students if they are with you.. Remain calm and wait for a notification that the situation is over from a local law official.

If the emergency is outside the school:

- Remain calm.
- If it is safe to do so, flee to the safest, most secure area that you can reach.
- Staff should clear the hallways. Students should be directed to the nearest classroom available. Turn off the lights. Close and lock all doors.
- Get all the students on the floor and out of the sight line from the doors and windows.
 - If it is safe to do so, move to a core area of the building such as the main hallway by the primary classroom, and remain there until the “ALL CLEAR” instruction is given by:
 - Police Officer
 - School Director
 - Stay sheltered until you are released. Ignore the fire alarm unless there are signs of a fire.
 - When released, resume classroom activity.
 - An immediate staff meeting will follow.

If the emergency is inside the building:

- Remain calm.
- If it is safe to do so, staff should guide students to flee to the safest, most secure area that can be reached.
- Administrators and staff will clear the halls immediately. Students should be directed to the nearest classroom or room with lockable doors.
- Turn off all of the lights. Get all students and occupants on the floor and out of the sight line from doors and windows.
- Wait until the “ALL CLEAR” is given by:
 - Police Officer
 - School Director
- Stay sheltered until you hear the signal, even if you hear a fire alarm, unless you can see visible signs.

When released, follow the instructions given by the person who released you.

If you are outside:

- Remain calm.
- Move away from the threat or the sounds of active conflict.
- Warn others to take immediate cover.

- If students are in the courtyard, they should move inside into the nearest classroom if the danger is outside.
- If it is unsafe to bring the children inside, the guides should bring the attendance sheets and emergency backpack and gather the children. They should walk swiftly and safely to:
 - First Church in Albany
 - River Garden Studio
 - NYS DEC Building

Things to remember:

- There may be more than 1 active emergency.
- There may be more than 1 active intruder.
- If there is a current emergency situation, such as a lock-in, lockout, etc., and then a fire alarm, ignore the fire alarm unless there are visible signs of a fire.
- Do not touch anything at a crime scene.
- Always have a predetermined way of escaping in case of emergency.
- When fleeing, get as far away from the scene of the emergency as quickly and safely as possible. DO NOT CARRY ANYTHING WITH YOU.
- If police arrive, do exactly as they say.
- Faculty and students in the classrooms should move away from the sight line of the door.
- When released, follow the instructions of the person who has released you.
DO NOT UNLOCK YOUR DOOR FOR ANYONE DURING THE HEIGHT OF THE CRISIS.

Section III

Prevention and Intervention Strategies

E. Procedures for Reporting Potentially Violent Incidents

- iv. Contact Diane Nickerson or another Safety Officer to report any potentially violent incidents.
- v. If the Safety Officer deems necessary, call 911 and contact local law enforcement.
- vi. The Safety Officer will then call into action a specific code, which will be communicated with all of the Lead Guides.

Section IV

Response to Emergency Situations and Acts of Violence

F. Organization and Assignment of Responsibilities

- i. Diane Nickerson will be the first person in the chain of command system.
- ii. The guides in both classrooms will gather students, as well as the attendance sheets and emergency supplies, and medications with them wherever they are told to go.

Section V

Recovery staff

- **Short-term actions for recovery include: (examples)**
 - Mental health counseling (students and guides)
 - Building security
 - Facility restoration
 - Post-incident response critique - Other
- **Long-term actions for recovery include: (examples)**
 - Mental health counseling (monitor for post-traumatic stress behavior)
 - Building security
 - Mitigation (to reduce the likelihood of occurrence and impact if it occurs again)

Section VI

Functional Annexes

H. Shelter in Place (can be used if there is a weather-related situation)

- Announce “Shelter in Place”. Instruct everyone to remain where they are and scan their respective areas.
- If it is weather-related, go to the hallway (internal room) without windows and sit down on the floor.
- Call 911 for any emergency assistance if needed.

I. Hold in Place (used to limit the movement of students and staff to deal with a short-term emergency)

- All students should return to their classrooms.
- Guides must take attendance.
- Usual classroom activities can take place during the hold in place.
- No students or guides should move around the school unless directly told to.
- Wait until the hold is lifted to resume activities moving throughout the school.

J. Evacuation (for Fire, etc)

- Policies and procedures have been developed for the safe evacuation of students, guides, other school personnel, and visitors to the school in the event of a serious violent incident, which include at least the following:
 - I. Evacuation before, during, and after school hours (including security during evacuation)
 - li. Evacuation routes (internal & external)
 - lii. Sheltering sites (internal & external)
 - iv. Procedures for addressing medical needs
 - v. Transportation
 - vi. Emergency notification of persons in parental relation to the students

K. Lockout (activated when there is an immediate threat outside of the school)

- Announce the “Lockout”. Instruct everyone to remain in their classrooms.
- The immediate threat is not present unless you go outside. Students and guides should attempt to stay away from windows or doors because of the potential threat outside.
- Students and guides can continue with their regular schedule, but will not go outside for playtime.
- The school doors will remain locked as usual, but no visitors may enter the school until the lockout is deactivated.

L. Lockdown

- Will be announced by the Safety Officer. Do not use codes. Call 911 and report the situation. Further consider a lockout for adjacent school buildings as well.
- Immediately gather students from hallways into classrooms. This includes common areas and restrooms immediately adjacent to classrooms.
- Lock classroom door(s) and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight.
- Take attendance of the students and guides in the room.
- Do not cover windows.
- Leave the window blinds as they are and turn off the lights.
- Document and attend to any injuries as well as possible.
- No one should be allowed to enter or leave a classroom or office under any circumstances.
- Do not answer or communicate through the locked door.
- Do not allow anyone into your “secured” area.
- Do not respond to a Fire Alarm unless there are imminent signs of a fire observed.
- Do not talk within the secured area, except only as absolutely necessary.
- The lockdown will end ONLY when you are physically released from your room by emergency responders or other authorities.

Section VII

A-Z Threat/Hazard Specific Annexes

- Abduction/ Unauthorized Removal
- Accounting for All Persons
- Active Shooter Threat
- Bomb Threat [Insert Reference Sheet](#)

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- a. The decision whether or not to evacuate is dependent upon the information received in the threat and how credible the information is.
- b. Compartmentalization: students remain in their present locations while school administration and authorities assess and investigate the threat. Can also move certain parts of the school if necessary.
- c. Written threats
 - i. Contact 911 (police).
 - ii. Anyone who receives the threat must contact the school administrator.
 - iii. Handling of the written letter should be kept to a minimum because fingerprints may be taken at a later date to determine the source.
 - iv. A threat written on a wall, mirror, or bathroom stall should not be removed until it is documented by law enforcement.
- d. Telephone/ verbal threats
 - i. Contact 911 (police).
 - ii. Anyone who receives the threat must contact the school administrator.
 - iii. More than one person should listen to the call if possible.
 - iv. If possible, the telephone threat should be taped.
 - v. Ask the person
 1. Where is the bomb located?
 2. When will the bomb go off?
 3. What does the bomb look like?
 4. What kind of explosive is involved?
 5. Why was the bomb placed?
 6. What is your name?
 - vi. Also note:
 1. Time of the call
 2. Language used by the caller
 3. Gender and approximate age
 4. Speech characteristic (slow, fast, soft, disguised, intoxicated), background noise (music, motors running, street traffic)

● Suspicious Packages

- i. Contact 911 (police).
- ii. Anyone receiving a suspicious package must immediately notify the school Administrator.
- iii. Only someone from the administration team may open packages.
- iv. Mail bombs can be contained in letters, books, or other parcels varying in shape and size.
 - Letter bombs may feel rigid, appear uneven or lopsided, or be bulkier than normal.
 - The container is irregularly shaped, has soft spots, and bulges.
 - There may be oil stains on the wrapper, and it may emit a peculiar odor.

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- The package may be unprofessionally wrapped and be endorsed with phrases such as “Fragile – Handle with Care,” “Rush – Do Not Delay,” “To Be Opened in the Privacy of ___,” “Prize Enclosed,” or “Your Lucky Day is Here.”
- The package may not have any postage or a return label.
- The package may emit a buzzing or ticking noise.
 - i. Do not open or squeeze the envelope or package.
 - ii. Do not pull or release any wire, string, or hook.
 - iii. Do not turn or shake it.
 - iv. Do not put the letter or package near water or heat.
 - v. Move away from the suspected envelope or package.
 - vi. Notify the state/local police
 - vii. Activate the emergency plan.
- The school district administrator decides evacuation, continuation, or dismissal of school - first responders can assist and consult with them to make their decision (joint decision making – unified command).
- Communications
 - Use plain language when referencing what event is occurring and how to handle it.
- Continuity of Operations Plan (COOP) **written procedure on each type of incident.**
 - Following an emergency event, guides and students will all gather in one classroom. Guides will immediately meet with Diane Nickerson to determine the next course of action.
- Crime Scene Management
- Fire / Explosion
- Hazardous Materials Release
- Hostage
- Infection Exposure Control- Universal Precautions
- Intruder
- Medical & Mental Health Emergency Annex
- Power Failure
- Severe Weather
- Violent Behavior - Prevention & Intervention
- Violent Behavior - Implied or Direct Threats of Violence
- Water Main Break, Sewage Back-Up, etc.

PREVENTION:

- Ask yourself: Does this person belong at this place at this time?

Pre-incident Behavior:

- Incidents of targeted violence at school are rarely sudden acts.
- Before most incidents, other people knew about the attacker’s idea/ plan to attack.

- Most attackers engaged in some behavior, before the incident, that caused concern or reflected a need for help.
- Most attackers were known to have difficulty coping with significant losses or personal failures.
- Many attackers felt bullied, persecuted, or injured by others before the attack.
- Most attackers had access to and had previously used weapons.

References

Project SAVE. Guidance Document for School Safety Plans. *The State Education Department*. April 2001. Retrieved from:
<http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/documents/ProjectSave.pdf>

FEMA Training. Sample School Emergency Operations Plan. March 2011. *US Department of Homeland Security*. Retrieved from:
<https://training.fema.gov/programs/emischool/el361toolkit/assets/sampleplan.pdf>

Appendix I

- ❑ Chain of Command Fillable Chart - updated monthly

School Incident Command System (ICS) Roles Defined

- ❑ School Director will make the calls regarding what the students and guides should do.
- ❑ If the School Director is unavailable to make the call, the following staff members will make the decision: *** Add all cell phone numbers for easy access
 - ❑ Administrative Coordinator
 - ❑ Lead Guide A
 - ❑ Lead Guide B
 - ❑ Lead Guide C
 - ❑ Other staff present in the building (Assistant Guide, After Care Staff, Support Staff: Art Instructor, Maintenance Coordinator, Interns)
 - ❑ Board member (not present in the building)
- ❑ Following the event, the School Director will send out an email to all parents explaining the event that occurred and how Castle Island Bilingual Montessori will proceed.
- ❑ No other guides, staff members, or parents should speak to the media unless the School Director has indicated to do so.
- ❑ Ten Fire Drills (about monthly) - date, amount of time taken, and School Director's signature
- ❑ Staff emergency contacts uploaded to digital format on vCita/Staff Portal

Appendix II

See below: “Safety & Security” section from the document [1. CIBM Family Handbook](#).

Physical Illness or Injury Emergencies

In the event of an accident or sudden onset of illness, our staff will immediately seek proper care for any child. Each child’s individual emergency instructions on file in the school office are consulted immediately, and the school will make every effort to reach the family or child’s emergency contact person. If necessary, the child will be transported to the hospital by a school official and/or an ambulance. The consent statement that the parent signs at the beginning of the school year will accompany the child so that treatment can be given immediately in case the parent cannot be reached. It is imperative that you keep your emergency contact information up to date.

Severe Weather Days

CLOSED FOR THE DAY: When the weather is severe enough to last throughout the day, the school will determine whether or not to close for the entirety of the day. Families will be notified via text message and email as soon as the determination is made and as early as possible before the start of the school day.

There will be no classes or lessons in person or remotely for that singular day.

CLOSED FOR THE MORNING: When there is a 2-hour delay, Castle Island opens at 10:30am; and there is no Before Care program for that day.

CLOSED FOR THE AFTERNOON: When severe weather begins midday, the school will determine whether or not to close school for the remainder of the day based on the severity of the weather and safety for travel. Families will be notified via text message and email as soon as the determination is made and as early as possible before Full Day dismissal and/or before the After Care Program.

In Case of an Emergency Situation During the School Day

In the event of a threat of violent action against the school building, children, or staff, the following procedure will be followed:

A threat is defined as “any violent action threatened against our school, staff, children or other building occupants.” The school director and teaching team are responsible for determining if a threat poses a real and direct possible danger to our school community. If a threat is determined to pose a real and direct possible danger to our children and staff, the school will be evacuated as quickly as possible. The evacuation process is the same as that of our fire drill procedure. Emergency personnel will be informed, and transportation will be arranged to take children home or to temporary shelter. Evacuated children shall be located as far as possible from the school building while awaiting transportation.

In the event of an emergency, the school will arrange school bus transportation if possible. Parents and staff, however, may be asked to assist in emergency transportation procedures. Parents have signed a release that enables the school to take whatever steps are necessary to safeguard the children and staff in an emergency situation. Parents will be notified at the earliest convenience about the emergency and the action taken by school administrators.

In Case of an Emergency Situation Prior to the Following School Day

In the event of a threat of violent action happening near the school building, or if the following procedure is followed, *the school will make a determination about whether or not to close for the entirety of the day. Families will be notified via text message and email as soon as the determination is made and as early as possible before the start of the school day.*

In the case of a potential spread of contagious illnesses, the school must decide how to shift our program to remote learning and temporarily close the building. Careful consideration will be made when determining the best way to move forward. The school will consult our staff health consultant, who closely monitors local public health data, to help make an informed yet cautious determination. Because of the unpredictable nature of viruses and health epidemics, these decisions may change swiftly, and the school appreciates patience and cooperation from families when determining the best course of action to take.

Fire Drills

In accordance with state and local law, the school conducts monthly fire drills. The Albany Fire Department makes periodic visits to check the location of each classroom and familiarize themselves with our facility, and to conduct an annual fire safety inspection and to present to the children about fire safety protocols at school and at home.

Fire Drill Procedures for 39 Columbia St, 602 Broadway Entrance:

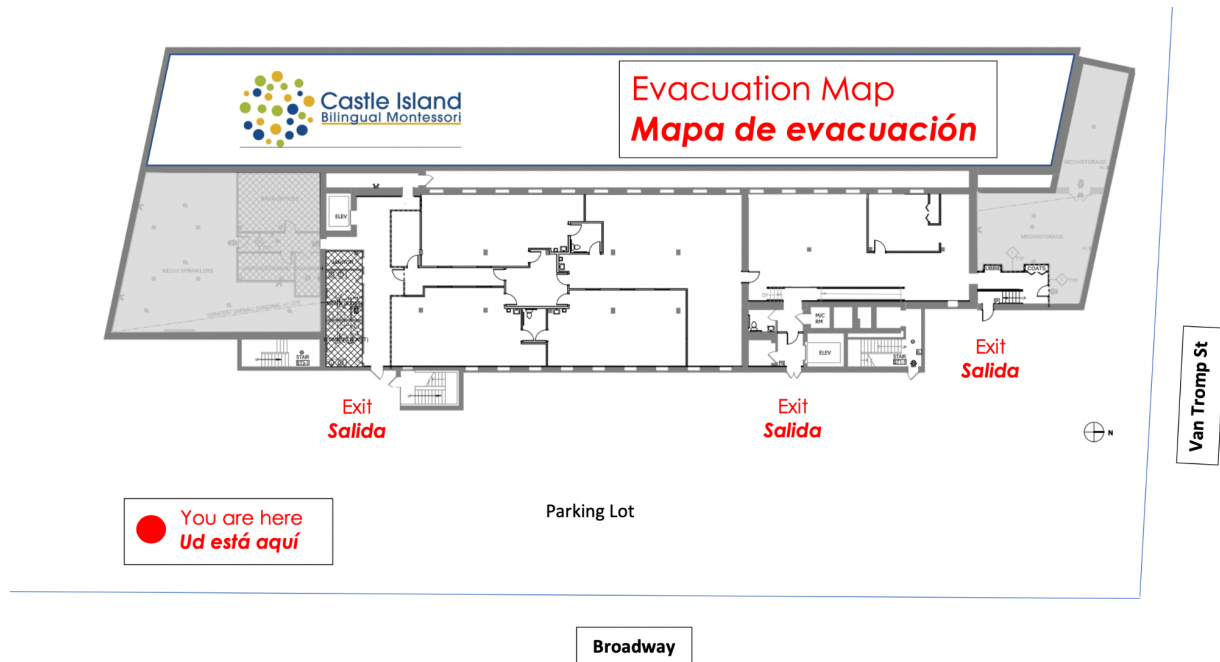
1. Each year in August, the School and the Landlord's Property Managers set dates and times for four drills to be conducted **monthly**. A Google Calendar reminder will be sent to the School and to the Landlord's Property Managers one week before and one day before each drill.
2. Thirty minutes before each drill, the Landlord's Property Managers will set the fire alarm to test mode.
3. The School will pull one of the two fire pull boxes in their demised space to activate the alarm, and will evacuate the building to the sidewalks.
4. The Landlord's Property Managers will silence and reset the fire alarm 5 minutes after it is activated.
5. The School will take attendance of students and staff while still outside; then all individuals will re-enter the building.
6. Once each October/November during a regularly scheduled drill, the School will invite the Albany Fire Department to come to the building as part of the drill, and to enter the building to ensure that it is evacuated.

Visitors

Visitors to the school building during the school day include: authorized adults to pick up children; delivery drop-offs; inspectors; authorized parent or community partner volunteers; authorized guest presenters; prospective enrolled children and their families; and invited prospective community partners. Protocols for these visitors mandate that they always be escorted and accompanied by a school staff person and never left alone with a child or group of children.

The school's exterior doors are always locked, and a direct visual of the visiting persons through the doors' windows is made before opening the door to welcome an expected visitor or to inquire about the unknown visitor. An authorized visitor may not be allowed inside the building and is invited to contact the school director by phone or email to schedule an appointment.

Appendix III
Floor Plans with Evacuation Paths



Appendix IV

Field Trip/Outings Guidelines

Walking to a Park or Playground

There is always a minimum of two staff, but there are usually 4 - 6 staff walking the children to the park and back to school. We adhere to strict safety protocols for our walking trip procedures:

- The children have a presentation during Morning Meeting about the focus required during the walks, including: no talking while crossing the streets; keeping hands held; not picking up any objects along the way; following the persons in the line in front of them; and following directions by carefully listening to the guides or support staff at all times.
- The children hold hands with a partner, and each staff person holds two children's hands - usually the youngest of the group. There is a staff person at the head and at the tail of the walking line; and additional staff within the line.
- When we come to a crosswalk, we:
 - press the button for the crosswalk beacon and wait for the walk signal
 - wait for all cars to come to a complete stop and make eye-contact with the drivers if possible to ensure that they see us
 - walk quickly and silently to the sidewalk
 - stop and wait on the sidewalk to ensure every person has crossed safely before proceeding.
- During recess time at the park/playground, the staff stand separately at the perimeters of the play area. They do not use their phones, but have them on and in their pockets for emergency communications. Children are directed to play and run within a perimeter, explicitly described and shown to the children.

Guidelines for drivers/chaperones to keep in mind for field trips:

- 1 The children listed below will travel both to AND from the field trip site with you.
- 2 Fasten the car seats/boosters into your car as soon as you arrive at school around 9:00am.
- 3 Drive directly from school to the site and from the site to school; other stops are not permitted. Please ensure that there is sufficient gas in your car before you arrive tomorrow morning.
- 4 For safety reasons regarding allergies and choking, *please do not offer ANY food or drink to your passengers.*

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5 Please, do not play any popular music in the car that might have inappropriate lyrics. We recommend classical music or silence.

6 While the teachers will be in charge of overall supervision of the children, it will be very helpful to them if you can oversee the children assigned to your car as well; and, it is imperative that you supervise the children assigned to you in the parking lots, on streets/sidewalks, and at arrival back to school.