



Creo College Prep

School Safety Plan

Dear Staff, Parents, and Students:

A copy of this guide should be placed in every classroom, Fitness Center, Cafeteria, Office, and other prominent locations. This guide should be a product of the school's emergency readiness and response plan. For best results, we will present the guide during staff training or Professional Development at the beginning of each year.

We will review the procedures with the entire school staff so that everyone in the building understands his/her role in an emergency. This guide is intended to serve as a reference for educators, administrators, students, and staff and does not replace common sense, sound judgment, and prudent actions in response to emergency situations.

Respectfully yours,

Ben SK
Head of School

School Emergency Team Members

Emergency Response Team:

Ben Samuels-Kalow
Delsy Vargas-Ortiz
Sam Brotman

School Safety Team:



Ben Samuels-Kalow
Delsy Vargas-Ortiz
Sam Brotman

Emergency Telephone Numbers

Call 911 For Emergency Fire/Police

Non-emergency:

Fire:

Engine 73 / Ladder 42

655 Prospect Avenue

718.430.0273

Police: 40th Precinct

Sgt. Andrew Jackson - Precinct Desk 718.402.2270

Commanding Officer - Inspector Brian Hennessy 718.402.3618

Chief Harry Wedin (Special Operations Lieutenant) 718.402.3662

Introduction

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in schools.

Charter schools are considered districts in and of themselves. Therefore, even as just one school with just one building, we are required to have both District and Building Level Project SAVE School Safety Plans. This document is Creo College Prep's combined District-wide and Building-Level Project SAVE School Safety Plans – with the confidential details of the Building Level Plan included as a separate Appendix.

Creo College Preparatory Charter School supports the SAVE Legislation, and intends to engage in a robust planning process as soon as it is practicable. This planning process will include meetings with parents, local police, security, school faculty and staff, and students to request participation in creating the plan, and feedback in reviewing the final plan. All constituencies will have full access for input.

The Creo College Preparatory Charter School School Safety Plan was developed by Creo College Prep School's Safety Team, which includes student, family, staff, local police and school safety personnel - for our first year of operation (starting in August 2015).

Our goals in creating and implementing our School SAVE Safety Plan is:

- To create an atmosphere and set of practices that prevents violence or unsafe conditions.
- To implement a plan that will minimize the effects of serious violent incidents and emergencies.
- To have an effective response plan for all predictable safety concern situations.
- To produce a document that can be used as the basis for informing and training all school personnel in regard to keeping our school safe.

Plans will be produced for the following (multi-hazard) situations: Fire, Intruder Alert, Bomb scare, Medical Emergency, Gas Leak, Civil Disturbance, and will include plans for Rapid Dismissal.



SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The Creo College Preparatory Charter School Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. The Board of Directors of Creo College Prep School (the 'Board'), and Creo College Prep School's Safety Team was charged with the development and maintenance of Creo College Prep School's School Safety Plan ('Plan'). This Plan includes input from parents, students, staff and school safety and other personnel.

The Plan was developed by the Safety Team through a series of meetings attended by constituencies outlined above, following Safety Plan guidelines distributed by NYSED. The Safety Team will review emergency response plans with security professionals and consult with other schools with high quality SAVE plans to ensure feasibility and thoroughness.

Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and well thought through planning. We will conduct table-top and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

School Safety Team

Creo College Prep School's Safety Team is comprised of, but not limited to, representatives from the Board of Directors, Administration, Parents, Students, Faculty, School safety personnel, and other school personnel as follows:

Name	Title
Ben Samuels-Kalow	Principal
Delsy Vargas-Ortiz	Director of Operations
Sam Brotman	Assistant Principal
Kiara Vasquez	Assistant Principal
Ishmael Hall	Dean of Students



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Concept of Operations

The initial response to all emergencies at Creo College Preparatory Charter School will be by the Core School Safety Team. Upon activation of the Core School Safety Team, local emergency officials and the Board of Directors will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required. The Core School Safety Team will also serve as the Emergency Response Team and Post Incident Response Team.

Access to Floor Plans

A set of floor plans and a diagram indicating School Evacuation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of the School Safety Planning process. Every member of the School Safety Team will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official School Safety Binder in the Main Office.

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this Plan will be made available for public comment at least 30 days prior to its adoption. We will include representatives of all key School constituents and interested parties in the development and review of this plan. The Plan will be formally adopted by the Board. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted and the Plan approved.

In accordance with the August 2011 Amendment to Section 155.7, certain sections of our Safety Plan with response action detail and private contact information will remain 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 Building-Level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.

This Plan will be reviewed periodically during the year and will be maintained by the Core School Safety Team. It was in effect until the full Safety Team was in place and able to review the plan. The Plan is complete. The Plan was reviewed and approved by Creo College Prep School's Board of Directors in **January, 2019**. After 2018, the required annual review will be completed on or before July 1 of each year after it's adoption by Creo College Preparatory Charter School's Board of Directors.

SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES

Prevention/Intervention Strategies

Creo College Preparatory Charter School believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Drills/Exercises/Student Training, School Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency contact information as per the below:



- Prevention Programs

- o Creo College Preparatory Charter School will also create a positive, safe learning environment for students by implementing a community service program and by creating school schedules that minimize potential for conflicts or altercations.

- Building Personnel Training

- o In preparation for planning and executing drills, the Interim Safety Team will review information/guidance on the NYSED and New York State Center for School Safety websites as well as Safety Plans from other schools.

- o When hiring school safety/security personnel, the School will ensure all personnel have the appropriate background (experience and training) to fulfill their role, including training in how to de-escalate potentially violent situations.

- o The School will review the detail of its Safety Plans with all faculty and staff prior to school opening (including all plan logistics, roles and responsibilities, and back up plans), ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.

- o At least one Safety Team member will attend school safety training offered by the NYC DOE and share learning with the entire School Safety Team.

- o At least two members of the Creo College Preparatory Charter School Safety Team will take CPR and AED training.

- o Creo College Preparatory Charter School staff members will take Violence Intervention training.

- Drills / Exercises / Student Training

- o The Safety Team will conduct 'table top' exercises – playing through the execution of each of our multi-hazard plans using an actual school and neighborhood layout diagram.

- o The Faculty will review all emergency response plans with students within the first 2 weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.

- o The School will conduct mandated actual safety drills that test components of the School Safety Plan. These drills will be conducted in coordination with local emergency response and preparedness officials, as follows.

- o The School will schedule the dates and times of drills with local officials; Just before a drill, the School will contact local officials to announce the drill is about to start.

- o Creo College Preparatory Charter School will hold the required number of fire drills

- Implementation of School Security Policies and Protocols

- o School Safety/Security roles at Creo College Preparatory Charter School are expected to be as follows:

- § At start and end of the school day there will be 1 Safety Team member at the front door and another at the front gate with the Security Guards.

- § During the school day, Safety Team members will be located at Creo College Preparatory Charter School locations (hallways, stairways, doors, etc)

- § Hall monitors: Faculty and Administration will monitor hallways before and after school, and during class change times.

- § Show identification upon entering the school building, sign the visitor's log and wear a name tag. As appropriate, visitors will be escorted to classrooms.

- § There will be a security audit conducted within the first 2 months of the school year.



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§ The safety team will be provided with walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

- Coordination with Emergency Officials
 - o School Safety Team Lead will contact local emergency officials to review Emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills.
- Maintenance of Vital Education Agency Information
 - o An updated School Staff contact list (with cell phone numbers) will be maintained by the Director of Ops. and placed within the School "Emergency/Safety" Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). Next to that binder will be a "Student Emergency Contact Binder" with Emergency Contact sheets for each student.
- Early Detection of Potentially Violent Behaviors
 - o Expert guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff in December 2018 as part of the School Safety Plan review. These Guidelines will be given to Parents in late August/early September at the start of school parent conferences. An age appropriate version of the guidelines will be discussed with students within the first month of school as part of the Anti-Bullying section of the School Advisory Program.
- Hazard Identification
 - o Through a walk-through and in consultation with local police and School Security staff, as part of developing the School Safety Plan, the School Safety Team identified the following potential emergency sites and situations:
 - § Stairwells, Gym, Cafeteria, Auditorium, Student Confrontation, Playground, Athletic Fields, Buses, Field Trips

SECTION III: RESPONSE

- Assignment of Responsibilities
 - o The chain of command at Creo College Preparatory Charter School in the case of emergencies is as follows:
 - § Ben Samuels Kalow – Principal
 - § Delsy Vargas-Ortiz - Director Operations
 - § Sam Brotman – Assistant Principal
- **Continuation of Operations**
 - o In the event of an emergency, the Principal or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of the local emergency response team
 - o After relinquishing command, the Principal or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
 - o The school will follow the Chain of Command outlined above to ensure continuity of operations.
- Notification and Activation (Internal and External Communications)
 - o In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:
 - § School Phone Intercom



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§ Cell Phones of School Safety Team

§ Walkie-Talkies (supplied to School Safety Team members)

§ Text messaging

§ Email

§ Local media

o Standard notification protocol will be for:

§ Notification of an incident or hazard development to the Co-Founder as soon as possible following its detection.

§ In the event of an emergency, the Principal will notify all building occupants to take appropriate protective action. Also - upon the occurrence of a violent incident, the Principal will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School "Emergency/Safety" Binder in the Main Office. The Principal will also have a soft copy of this document on file, and a hard copy in their office.

§ In the event of disaster or violent act, as necessary the Principal will also notify the Board of Directors via phone, and all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.

§ As necessary, the School will notify parents of a violent incident or early dismissal through use of the One Call System and/or email/ and/or an Advisory phone chain (faculty member calls all parents within their Advisory). Parent contact information will be maintained on Student Emergency Contact forms, and with a school-wide email group. The One Call System will also be maintained with current family/parent/guardian contact information. Note – Families will be instructed in the Family/Student Handbook as to where to find updated information and contact numbers for the school in the event of any emergency situation. Note that an updated School Staff contact list (with cell phone numbers) will be maintained by the Director of Operation and placed within the School "Emergency/Safety" Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). Next to that binder will be a "Student Emergency Contact Binder" with Emergency Contact sheets for each student.

· Situational responses

o Plans are in place, and detailed in the appended, separate Building Level Response Plan document, for:

§ Multi-Hazard Response

§ Fire

§ Intruder in the Building

§ Medical Emergency

§ Threat of Violence (by student, staff, visitor, other)

§ Explosive/ Bomb Threat

§ Hostage/ Kidnapping

§ Civil Disturbance

§ Gas Leak

§ Hazardous Material

§ Biological Threat

§ Radiological Threat

§ Epidemic



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o The school will also provide violence de-escalation and early warning sign identification training to all staff within the first month of school.

- Response to Acts of Violence

o The below plan is in keeping with the School's Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

- § Injured parties will be taken care of

- § Offending individual will be contained

- § The Principal, will determine the level of threat

- § As required:

- The immediate area of the act will be isolated and/or evacuated

- Lockdown procedures will be activated

- Local law enforcement agencies will be notified

- Situation will be monitored and response adjusted as necessary

- Initiate early dismissal

- Initiate shelter or evacuation procedures

- Protective Action Options

o Monitor situation that may warrant school cancellation (Principal)

- § Make cancellation determination

- § Inform Staff

- § Inform Board (if needed)

- § Inform Families/Students

o Monitor situation that may warrant early dismissal (Principal)

- § Make early dismissal determination

- § Agree time to send early dismissal signal (intercom)

- § Inform Families/Students

- § Inform Staff

- § Retain appropriate school personnel on site until all students have been returned home/picked up

o Evacuation (Before, during, and after school hours)

- § Determine level of threat

- § Clear all evacuation routes and sites

- § Evacuate staff and students to pre-arranged evacuation site

- § Account for all students and staff. Report any missing persons to Principal

- § Make determination regarding early dismissal, if dismissed early, contact families for pickup

- § Ensure continuous adult supervision/security

- § Retain appropriate school personnel on site until all students have been returned home/picked up

o Movement to Sheltering Site

- § Determine level of threat

- § Confirm sheltering location, depending on nature of incident

- § Evacuate staff and students to pre-arranged evacuation site

- § Account for all students and staff. Report any missing persons to Principal

- § Make determination regarding early dismissal, if dismissed early, contact families for pickup

- § Ensure continuous adult supervision/security

- § Retain appropriate school personnel on site until all students have been returned home/picked up



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§ All of the above will be done in cooperation with local emergency responders.

- For all Situations:

- o Parents - The Principal will determine if and when parents need to be informed, and will do the informing

- o Media –The Principal will determine if and when the media needs to be informed, and will do the informing. This will be done in consultation with the Board.

- o The School Safety Team will convene within 48 hours of an event to conduct a Situation Debrief/Post Mortem. The Debrief process will include soliciting input from other school constituencies as follows:

§ The Principal asks for feedback from faculty and students (as appropriate) In addition, he/she asks for feedback from other school constituencies (staff, security staff, etc.). The results of this Debrief will inform future plan updates.

- Arrangements for Obtaining Emergency Assistance from Local Government

- o As necessary, the Principal will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the Principal.

- o A record will be maintained of all Local Government Emergency Assistance requests and responses.

- Procedures for Obtaining Advice and Assistance from Local Government Officials

- o As necessary, the Director of Operations will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. Contact names and numbers for all relevant local government officials and agencies, and the Red Cross will be maintained in the School Emergency/ Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the Principal and Director of Facilities in their offices.

- o A record will be maintained of all Local Government Officials and Agencies requests and responses.

- School (District) Resources Available for Use in an Emergency

- o The following school resources are available in case of an emergency:

§ Cell Phone

§ Tool Box

§ First Aid Kit

§ Flashlight

§ Moving Carts

- Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies (see Multi-Hazard Plans above)

- Security of Crime Scene

- o The Head of School Safety Team or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.

- o No item shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency.

- o Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

SECTION IV: RECOVERY

Creo College Preparatory Charter School School Recovery (Post Incident Responses) will include, but not be limited to:

Short term:



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Mental health counseling for staff and students

Building security

Facility Restoration

Post Incident Critique

After the recovery stage of any incident, the Creo College Preparatory Charter School Safety Team will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.

Long Term:

Mental health counseling for staff and students

Building security

Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

Note that the Creo College Preparatory Charter School's Safety Team has coordinated with statewide plans for disaster mental health services to ensure that the School has access to federal, state and local mental health resources in the event of a violent incident.

After the recovery stage of any incident, Creo College Preparatory Charter School Safety Team will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.

**** All staff must refer all media to official spokesperson ****

___ School district assumes responsibility for issuing public statements during an emergency.

___ Founder serves as official spokesperson unless another individual is designated. Alternate spokespersons include the Director of Operations (s) and Emergency Response Team Lead.

During an emergency, adhere to the following procedures:

___ Founder relays all factual information to the ERT on a timely basis.

___ Establish a media information center away from the school.

___ Regularly provide updates to media. Only provide know facts. Do not guess, exaggerate, offer personal opinions, or promote rumors or sensationalism. Never say, "No comment." Do not argue with the media.

___ Maintain a log of all telephone inquiries and conversations. Where possible, use a scripted response to inquiries, e.g., press release.

Public Information:

___ Develop a variety of pre-scripted media releases before an incident occurs. Adapt statements during a crisis to meet existing needs.

___ Emphasize the safety of students and staff.

___ Briefly describe school's plan for responding to emergencies.

___ Make certain all information released is factual.

___ Respect the privacy of affected persons and their families.

___ Do not release names to the media.



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EVACUATION / RELOCATION

- ___ Call 911, if necessary.
- ___ Principal determines evacuation procedures after consulting with Emergency Response Team Lead or designee:
- ___ Principal determines if students and staff should be evacuated outside of school buildings(s), or to relocations centers. Emergency Response Team coordinates transportation if students are evacuated to relocation center. Transportation coordinator is to be contacted by the Emergency Response Team member and informed that an evacuation is taking place.
- ___ Principal notifies relocation center.
- ___ Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- ___ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- ___ Place evacuation sign in window (e.g., 8 ½ x 11 paper with words "Room # _____ Evacuated" in large, legible letters).
- Teachers:
- ___ Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.
- ___ Take class roster and additional information included in evacuation package
- ___ Close classroom doors and turn out lights.
- ___ When outside building, account for all students. Inform Principal immediately if students are missing. Teachers should carry their safety clipboards with them during an emergency.
- ___ If students are evacuated to a relocation center, stay with your class. Take roll again when you arrive at the relocation center.
- Relocation Centers: Each school should have a primary center close by, and a secondary relocation center further away in the event of a community-wide emergency.
- Primary: [Redacted]
- Secondary: [Redacted]

LOCK-DOWN PROCEDURES

A lock-down implies that there is no identified imminent danger to the School Safety team. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction.

- ___ Principal will issue lock-down notification / procedures by announcing a warning over the P.A. system, or by sounding bells.
- ___ P.A. announcement may be a code word or basic alert (see Warning and Notification for coded warnings).
- ___ Direct all students, staff, and visitors into classrooms.
- ___ Lock classroom doors.



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- ___ Cover windows of classrooms, including the window in the door.
- ___ Move all persons away from windows and doors.
- ___ Allow no one outside of classroom until the Principal gives an all-clear signal.

INTRUDER / HOSTAGE

Intruder: "An unauthorized person who enters school property."

- ___ Notify Principal/safety lead.
- ___ Safety guard to greet intruder and identify yourself. ("Excuse, how can I help you?")
- ___ Ask the intruder the purpose of his/her visit.
- ___ Inform intruder that all visitors must register at the reception desk.
- ___ If purpose is not legitimate, ask intruder to leave.
- ___ Accompany intruder to the exit.
- If intruder refuses to leave:
 - ___ Warn of the consequences for staying on school property. Inform intruder that police will be called.
 - ___ Notify security or police and Principal if intruder refuses to leave. Provide full description of intruder.
 - ___ Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.)
 - ___ Principal notifies Safety Leader and may issue lock-down procedures.

Hostage situation:

- ___ If hostage taker is unaware of your presence, do not intervene.
- ___ Call 911 immediately. Provide details of situation, ask for assistance.
- ___ Seal off area near hostage scene.
- ___ Notify Principal.
- ___ Give control of scene to NYPD or FBI and hostage negotiation team.
- ___ Keep detailed notes of events and actions.

If taken hostage:

- ___ Follow instructions of hostage taker.
- ___ Try to keep calm. Calm students if they are present.
- ___ Treat the hostage taker as normal as possible.
- ___ Be respectful to hostage taker.
- ___ Ask permission to speak; do not argue or make suggestions.

SHELTER IN PROCEDURES

Sheltering provides refuge for students, staff, and the public within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency:

- ___ Identify safe area(s) in the school building. Teachers and students must stay in their classroom, move away from windows. If the threat is happening outside, such as gunshots, teachers and scholars must lay flat on the floor until they receive further instructions.
- ___ Principal warns students and staff to assemble in safe areas. Bring all persons inside school building(s).
- ___ Teachers take class roster. Teachers should account for all students after arriving in a safe area.



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- ___ Close all exterior doors and windows. Move away from all exterior doors and windows.
- ___ Turn off any ventilation leading outdoors.
- ___ If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- ___ All persons must remain in safe areas until notified by the Principal or emergency responders.

ASSAULTS / FIGHTS

- ___ First, ensure the safety of students and staff
- ___ Notify the principal and safety guard.
- ___ Notify the Dean/disciplinarian.
- ___ Seal off the area where the assault took place.
- ___ De-escalate and defuse the situation, if possible.
- ___ Principal notifies police if a weapon was used in the assault, if a victim has physical injury causing substantial pain or impairment of physical condition, or if the assault involved sexual contact.
- ___ Principal notifies parents of students involved in the assault.
- ___ Document all actions. Ask the victim(s) and/or witness(es) for their account of the incident.
- ___ Notify the school Post-Incident Response Team. Have members of the team assess counseling needs of the victim(s) and/or witness(es).
- ___ Implement post-incident procedures, if necessary

STUDENT UNREST (Rebellious State Of Discontent)

- ___ First, ensure the safety of students and staff members.
- ___ Contain area of unrest; seal off as appropriate.
- ___ Move students involved in disturbance to an isolated area.
- ___ Notify Principal/Dean; Principal/Dean notifies safety lead and proper authority.
- ___ Principal may issue a lock-down (see Lock-Down Procedures)
- ___ Terminate bell operation.
- ___ Meet with student representatives to address issues, as appropriate.
- ___ Document incidents with tape recorder or take detailed notes.

FIRE

In the event that a fire, smoke from a fire, or a gas odor has been detected:

- ___ Pull the fire alarm.
- ___ Principal call 911.
- ___ Principal must report the incident to the fire marshal.
- ___ Emergency Response Lead or designee will evacuate students and staff to a safe distance, outside of the building.
- ___ Follow the normal fire drill routine. If normal route(s) are too dangerous, follow alternate route.



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- ___ Teachers must have their safety clipboard. Teachers should take a class roster and account for all students. Roll must be taken after evacuation.
- ___ After consulting with DOE Superintendent, Principal may move students and staff to primary relocation center _____, if building is damaged or weather is inclement.
- ___ No one should re-enter the building(s) until declared safe by FDNY.
- ___ Principal notifies students and staff of termination of emergency and resumption of normal operations.

SEVERE STORM

Severe wind, snow, rain, hail, thunderstorms, and flash floods are not uncommon in New York. Tornadoes, while not common, do occur as well. Procedures for dealing with these threats are similar.

- ___ Be alert for weather warnings. Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Stations (National Weather Service, Weather Channel).
- ___ Bring all students and staff inside building(s). Move to safe areas. Review "drop and cover" procedures if tornadoes threaten.
- ___ Close windows and blinds; avoid outside walls.
- ___ Take class rosters; account for all students.
- ___ Be ready to move quickly if flooding threatens.
- ___ Remain in safe areas until warning(s) expire or emergency personnel have issued "all clear" advisories.

EARTHQUAKE

During an Earthquake:

- ___ Issue a shelter-in.
- ___ Stay calm.
- ___ Stay put. If you are indoors, stay there. If outdoors, stay there.
- ___ Take cover. If indoors, do a "drop and cover" under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door, or corner. Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.
- ___ If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in "drop and cover" positions.
- ___ Do not be surprised if the electricity goes out, or if fire alarms and sprinklers go on.

After an Earthquake:

- ___ Keep students safe and relaxed. Carefully evaluate the situation.
- ___ Use caution when moving students and staff to safe area(s).
- ___ Make sure everyone is alright. Take class rosters and account for all students.
- ___ Do not move the seriously injured unless they are still in danger. Administer first aid, if necessary.
- ___ Wear sturdy shoes in areas near fallen obstacles and broken glass.
- ___ Check natural gas, water, and electrical lines for damage.
- ___ Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is no natural gas leaking.



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- ___ Do not touch electrical power lines or broken electrical equipment.
- ___ Be prepared for aftershocks.
- ___ Notify families

HAZARDOUS MATERIALS / CHEMICAL SPILLS

Incident in School or Incident near School Property

- ___ Notify Principal
- ___ Call 911
- ___ Seal off area of leak/spill
- ___ Take charge of area until FDNY or Hazmat personnel contain the incident
- ___ FDNY personnel in charge will recommend sheltering or evacuation actions
- ___ Follow plans and procedures for sheltering or evacuation
- ___ Notify parents if students are evacuated
- ___ Resume normal operations after consulting with FDNY or Hazmat officials
- ___ FDNY, police, or Hazmat personnel will notify The Principal.

BOMB THREAT

On receiving a message that a bomb has been planted in the school:

- ___ Notify Principal or designee.
- ___ Principal determines whether a lock-down or evacuation is the appropriate course of action.
- Principal orders based on determination.
- ___ Safety Leader notifies 911
- ___ Safety Leader must report the incident to the fire marshall.
- ___ Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, and why is the caller doing this.
- ___ Listen closely to the caller's voice, speech patterns, and background noises.
- ___ After hanging up, immediately dial *57 to trace the call.

If lock-down is ordered, use the procedure in the lockdown section of this checklist. If evacuation is ordered, follow these procedures:

- ___ Principal alerts staff and students. Do not mention the term "Bomb Threat."
- ___ Use standard fire drill procedures to evacuate school building(s) unless evacuating into the reported bomb location.
- ___ Direct students to take their belongings.
- ___ Students and staff must be evacuated to a safe distance away from the school.
- ___ The Principal may move students to a primary relocation center, _____, if weather is inclement or the building is damaged.
- ___ Teachers should take the roll of students following evacuation. No one should re-enter the building(s) until declared to be safe by FDNY or NYPD.
- ___ Principal notifies staff and students when an emergency is terminated.



Resume normal operations.

WEAPONS

Staff or student who is aware of a weapon brought to school:

- ___ Immediately notify the Principal /safety lead.
- ___ Tell Principal/safety lead the name of the individual suspected of bringing the weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.
- ___ If a teacher suspects that a weapon is in the classroom, a neighboring teacher should be confidentially notified. The teacher should not leave the classroom.
- ___ If a weapon has been discovered, issue a hard lock down.

Safety Lead:

- ___ Call 911 if a weapon is suspected to be in school, as viewed by a reasonable person.
- ___ Ask another administrator or Principal to join you in questioning the suspected student or staff member.
- ___ Accompany the suspect to a private office to wait for the police.
- ___ Conduct a search with police or safety lead.
- ___ Inform suspect of his/her rights and why you are conducting the search.
- ___ Keep detailed notes of all incidents and why the search was conducted.
- ___ If the suspect is a student, notify parent(s) or guardian(s). Explain why the search was conducted and the results of the search.
- ___ If the suspect threatens you with a weapon, do not attempt to disarm him/her. Back away with your arms up. Try to remain calm.

SUICIDE ATTEMPT

Suicide Attempt in School:

- ___ Verify information; call 911.
- ___ Notify school psychologist, counselor, and Principal
- ___ Principal advises School Counselor, Special Education Coordinator, involved parent(s) or guardian(s) if a student is suicidal. Principal may schedule meeting with parents and school psychologist/counselor to determine course of action.
- ___ Try to calm suicidal person.
- ___ Try to isolate suicidal person from other students and staff.
- ___ Stay with suicidal person until professional help arrives. Do not leave a suicidal person alone.
- ___ Determine method to notify staff, students, and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- ___ Activate the school Post-Incident Response Team to implement post-incident intervention. Determine the level of intervention.



SUICIDE DEATH /SERIOUS INJURY

- ___ Verify information; call 911.
 - ___ Activate school Post-Incident Response Team.
 - ___ Notify staff before next school day following suicide or attempted suicide.
 - ___ Implement post-incident intervention.
 - ___ Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of affected family.
- Post-Incident Intervention
- ___ Activate school Post-Incident Response Team; determine level of intervention for staff and students.
 - ___ Designate rooms as private counseling areas.
 - ___ Escort siblings, friends, and other highly stressed students to counselors.
 - ___ Resume normal routines A.S.A.P.
 - ___ Assess stress level of staff; recommend counseling as required.
 - ___ Refer media to official spokesperson, Principal. **Do not let media interview students.**
 - ___ Follow up with students and staff who receive counseling.

SERIOUS INJURY OR DEATH

If incident occurs at school:

- ___ Call 911.
- ___ Notify school Emergency Response Team members of medical emergency.
- ___ Isolate affected student(s) / staff member(s), if possible.
- ___ Notify Principal; Principal notifies VP Principal's and Director of Operations.
- ___ Activate school Emergency Response Team. Designate staff person to accompany ill/injured person(s) to the hospital.
- ___ Principal notifies parent(s) or guardian(s) of affected student(s), or emergency contact(s) of affected staff member(s).
- ___ Direct witness(es) to school psychologist/counselor(s). Contact parents if student is sent to psychologist/counselor.
- ___ Determine method to notify students, staff members, and parents.
- ___ Refer media to official spokespersons.

If incident occurs outside of school:

- ___ Activate school Emergency Response Team.
- ___ Notify staff members before normal operating hours.
- ___ Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- ___ Refer media to official spokespersons.

Post-Incident intervention:

- ___ Activate school Post-Incident Response Team; determine level of intervention needed for students and staff.
- ___ Designate rooms as private counseling areas.



Creo College Prep

- ___ Escort affected student's siblings, close friends, and other highly stressed individuals to counselors.
- ___ Assess stress level of staff; recommend counseling to those overly stressed.
- ___ Follow up with students and staff receiving counseling.
- ___ Designate staff person(s) to attend funeral(s), if any.
- ___ Allow for changes in normal routines or test schedules to address injury or death.

HEALTH PROGRAMS

Immunization Requirements

New York State law requires that each student entering kindergarten or a new school district in grades 1 – 12 have a certificate of immunization at the time of registration or not later than the first day of school. A review of student immunizations requirements and the proper supporting documents shall be completed for all new students.

Before a child can be permitted to enter and attend school, parents or guardians must present documentation that their child has received all required doses of vaccines or that their child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals. Parents may waive immunization in accordance with Public Health Law and exceptions to immunizations shall be granted if a licensed physician or nurse practitioner certifies such immunization may be detrimental to the student's health, or if the student's parent or guardian holds genuine and sincere beliefs, which may include religious beliefs, contrary to such immunization [see § 2164 (8) and (9) of the Public Health Law].

Medications

In order for a student to receive their medication, they must fill out a medical administration form annually. Additionally, any medications must:

- Be supplied in the original pharmacy container.
- Be identified with the following information: Student name, Name of Medication, Doctor's Name and Phone Number, Pharmacy and Phone Number.

Non-prescription medications must also be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian

Procedures for the Treatment of Sick or Injured Students and Staff

When a student is ill or injured, it is the responsibility of a Creo College Prep School staff to give immediate care to the student until the appropriate parties are notified.

If a student has a minor injury at school, the following procedures must be followed:

1. The staff member who is with the student must call Ms. Lucy Peralta with the details to the incident.
2. Someone from the Operation staff will give the student an ice pack, Band-Aid, or any other first aid supplies and take the student to see the nurse.



Creo College Prep

3. The parent will receive a call from Ms. Lucy Peralta notifying them of what happened.
4. All staff involved must fill out incident reports and turn them in to Ms. Lucy Peralta.

The following procedure must be followed for sick students:

1. The student must be sent to the school nurse so that she can notify the parent.
2. The student will then be taken to the ER where the student will be examined. Someone from the Operations will remain with the student until the parent arrives.
3. The incident will be logged in Creo College Preparatory Charter School student information system for record-keeping purposes.

If a major injury or illness occurs during school, the following procedure must be followed:

1. The staff member should call the nurse on site who will then call 911.
2. The parent will receive a call from the school nurse notifying them of what happened and to have the parent meet the student at the nearest hospital (**LINCOLN MEDICAL CENTER**).
3. Someone from Operations will go with the students until the parent arrives.
4. All staff involved must fill out incident reports which should be submitted to the Dean(s).

If major injury or illness occurs during a physical education class or recess, the teacher must:

1. Instruct the injured student to immediately stop participating in activity.
2. The staff member who is with the student must call the nurse who will call 911.
3. The staff member who is with the student must call Mr. Blough with the details of the incident.
4. The parent will receive a call from the school nurse notifying them of what happened and to have parent meet student at nearest hospital (**LINCOLN MEDICAL CENTER**).
5. Someone from Operations will go with the students until the parent arrives.
6. All staff involved must fill out incident reports which should be submitted to the Dean(s).

Minor	Major
- Cut/Scrape - Stomach Ache - Headache - Dizzy spell - Lice	- Asthma - Allergic Reactions - Student Faints - Student Falls - Bleeding - Broken bones - Wheezing -Code Blue (Scholar cannot breathe) -Choking



Creo College Prep

In all instances of illness and injuries an entry must be made in PowerSchool and in the Student Accident/Injury form that details the nature of the injury, how it happened, and what procedures were followed.

If a Creo College Prep School staff member becomes ill or injured while at work, the Principal with the input of the ill or injured staff member, must decide whether he/she should:

1. Remain at the school
2. Go home
3. Be transported for medical treatment by EMS, if staff member is in distress or agrees to be transported by EMS.

As required by law, two Creo College Prep members must be trained on the use of the Automated External Defibrillator (AED). Currently, Melissa Gaspard, and others are certified.

EMERGENCY COLOR CODES

RED = Fire

BLUE = Medical Emergency

GRAY= Intruder in the building (word code associated)

ORANGE = Bomb Threat, Natural Disaster

Yellow = Assaults, Fights

I, _____, have received the School Safety Plan for Creo College Preparatory Charter School. I also participate in staff professional development pertaining to school safety. My signature below verifies that the above statement is true.

Date: _____

Signature: _____