

# District Safety Plan 2018-2019

Canarsie Ascend Charter School  
DBN: 84K759

Canarsie Ascend Charter School	347-713-0100
Canarsie Ascend Middle School	347-578-4000

## Table of Contents

1. Purpose .....	3
2. Security .....	3
3. Building Response Team (BRT) and incident chain of command .....	3
4. Emergency notification .....	3
5. Contacting parents, guardians, and emergency contacts .....	4
6. School cancellations and early dismissal .....	4
7. Emergency drills .....	4
8. Situational responses .....	4
9. Important contact information .....	5
10. Student behavior communication and prevention strategies: .....	6
11. Chief emergency officer: .....	7

## 1. Purpose

A critical component of a successful and safe school is a detailed plan. Ascend Public Charter Schools combine a variety of programs and strategies in order to provide a positive and safe learning environment for its students and staff.

Ascend schools have created a comprehensive Student Discipline Policy and Staff Handbook that details appropriate procedures for staff in their interactions with students. Ascend Public Charter Schools hold regular staff meetings where staff are able to discuss school issues as they relate to safety and other issues pertinent to the school. All handbooks and policies follow regulations as set forth by city, state, and federal education regulations. Staff are trained during summer institutes on these policies and procedures.

## 2. Security

The facility has an electronic security system. This system includes a public announcement system, video surveillance cameras, door alarms on all doors to the outside, a security alarm system and motion sensors. Well-trained staff enforce Ascend Charter Schools' safety procedures. Each Ascend school is staffed with at least one security guard who is on duty anytime adults and/ or children are in the building.

## 3. Building Response Team (BRT) and incident chain of command

If the safety of the students, staff, or the facility is compromised or is likely to be compromised, the school's Building response team (BRT) will be responsible for implementing all emergency protocols, under the guidance of the Incident Commander. The Incident Commander's responsibilities will include:

- o Immediately create, publish and/or communicate an Incident Action Plan if necessary. An Incident Action Plan should be implemented if:
  - A homicidal threat has been made to an individual or individuals at the school
  - A bomb threat occurs
  - There have been threats of fighting or large group assembly/protest
- o This plan will include:
  - Immediate priorities, especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
  - Overall objectives and the strategy to achieve the objectives.
- o Establish and monitor the progression of the incident and provide clear updates to the BRT.

## 4. Emergency notification

If a perceived emergency occurs, staff must contact their , School Director, immediately. When there is confirmed/immediate danger, staff must notify 911 immediately. When a staff member calls the 911, they must immediately contact the Director of Operations.

If the emergency 911 call results in the following outcomes, the School Director must send a group text message to their respective **network director of operations, managing director, the chief schools' officer, and the chief operating officer:**

- o Whole or partial school evacuation
- o School closure/early dismissal
- o Soft Lockdown
- o Hard Lockdown
- o Continued police presence
- o More than one student needing emergency medical attention

If the emergency is facilities related (e.g. - gas, electric, etc.), the School Director must also notify the Director of Facilities.

### 5. Contacting parents, guardians, and emergency contacts

Ascend Charter Schools keep electronic and paper records of up-to-date contact information. The schools use landlines and cellular phones to contact caregivers and/or emergency contacts in case of an emergency. Caregivers are encouraged to contact the network office if they are unable to contact the school. The network office will assist in communication.

### 6. School cancellations and early dismissal

School cancellations occur for a variety of reasons and are always determined by Ascend Learning. These reasons may include inclement weather, acts of war, terrorism, or any other situation where the administration of the school or the NYCDOE feels students and/or staff are in danger. Ascend Public Charter Schools will utilize a variety of strategies to inform the public of any school closings, including posting this information on the school’s website, and calling families when possible.

#### Unexpected early dismissal

An early dismissal may arise in case of an unforeseen emergency such as an evacuation, gas leak, bomb scare, act of war, act of terrorism or any other situation where the administration of the school feels it is students and/or staff is in danger. If there is an emergency requiring an unexpected early dismissal, Ascend Learning will be notified per the aforementioned emergency notification protocol.

### 7. Emergency drills

New York State guidance requires twelve drills be conducted each school year using the following guidelines:

- o 8 evacuation drills before December 31
  - 4 of which using secondary exit routes
- o 4 lockdown drills at any time in the year

All drills must be scheduled and shared with the BRT and Network Operations before the start of school in September.

### 8. Situational responses

Emergency Situation	Response
Explosive/ bomb threat	Implement evacuation drill protocol
Threat of violence	<p>The Incident Commander will be notified immediately of all implied or direct threats.</p> <p>The level of threat will be determined based on gathered information. The Incident Commander will contact local law enforcement officials if necessary.</p> <p>The situation will be monitored closely until the threat passes or local law enforcement officials take control.</p> <p>If a threat was directed at another student, the threatened student’s guardian must be contacted immediately and informed about the threat made.</p> <p>If determined, a lock-down or shelter in may be implemented.</p>

Hostage	The first person aware of the situation will immediately notify the Director of Operations or the School Director and he/she will notify the police. No response will be given to media until deemed necessary. The school will go on hard lock down as necessary. The School Director and Director of Operations will turn over authority to the police upon their arrival and assist as requested.
Missing Child	<ul style="list-style-type: none"> <li>• The staff member who cannot locate the child immediately alerts the school director and director of operations</li> <li>• After 5 minutes pass without finding the child, the following actions must be taken simultaneously <ul style="list-style-type: none"> <li>▪ The school director engages a Soft Lockdown</li> <li>▪ The director of operations instructs security to review camera footage</li> <li>▪ The director of operations instructs office staff to check attendance records to ensure the student was in school and didn't leave early</li> </ul> </li> <li>• After 5 additional minutes in a lockdown and the student is not found, the following actions must be taken: <ul style="list-style-type: none"> <li>▪ Student emergency contacts are called to ensure they have not been picked up</li> <li>▪ The police are called if emergency contacts do not have the child</li> </ul> </li> <li>• Prior to police arrival, prepare appropriate video footage for officers to review</li> </ul>
Civil Disturbance	Implement soft lock-down drill protocol
Hazardous Material; Gas Leak; Biological Threat; Radiological Threat; Epidemic	Implement evacuation drill protocol
Danger encountered during Arrival/ Dismissal	Communication is made via 2-way Radios. Incident commander will determine the next actions taken. (If gunshots are heard; instruct all students and staff to <i>drop to the ground</i> and await communication).
Earthquake	In the event of an earthquake, the school will conduct the DROP procedure (duck, cover and hold). Once the earth movement stops, the building will immediately evacuate and be swept by Ascend Public Charter Schools' personnel, <i>using the same protocols and procedures used in the event of an Evacuation emergency.</i>

## 9. Important contact information

New York Police Department Precincts

- o 67<sup>th</sup>- 2820 Snyder Ave, Brooklyn, NY 11226 - (718) 287-3211
- o 69<sup>th</sup>- 9720 Foster Avenue, Brooklyn NY 11236- (718) 257- 6211
- o 75<sup>th</sup>-1000 Sutter Ave, Brooklyn, NY 11208 - (718) 827-3511
- o 73<sup>rd</sup>- 1470 East New York Avenue, Brooklyn, NY 11212 - (718) 495-5411
- o 83<sup>rd</sup>- 780 Knickerbocker Avenue, Brooklyn NY 11237 (718) 574-1605

Brookdale Hospital,

555 Rockaway Parkway, Brooklyn, NY 11212 - (718) 240-5000

Kings County Hospital

451 Clarkson Avue, Brooklyn NY 11203 – (718) 245- 3131

Poison Control Center  
(800) 222 - 1222

NYCDOE, Charter Schools Office  
New York City Department of education, Charter Schools Office  
52 Chambers Street New York, NY 10007  
Tel : 212.374.5419

## 10. Student behavior communication and prevention strategies:

### **Incident Report Procedure**

This is employed to ensure the complete and accurate reporting of school-related injuries or any situation that has a likelihood of leading to legal action of any sort against the school is necessary to support both the prevention of future incidents and the sharing of information with appropriate authorities. Proper notification and reporting must be followed when a school-related incident of this nature has occurred. Incidents can occur on or near school property (e.g., in front of the building). They can also occur off school property when they have a nexus to the school, e.g., involving students or staff from the school.

### **Contacting law enforcement**

Under certain circumstances, local law enforcement is called when there is an immediate threat to the safety and security of staff and students in the school such as:

- o If a student has threatened to take their own life, has been assessed using the Suicidal Ideation Protocol (contained in this document) and has been found to be at high risk of suicide.
- o If a student is alleged to have committed a crime against another student or staff member, calling the police should be handled on a case-by-case basis. In many instances, inform the parents of the student or the staff member that they can contact the police themselves to press charges may be the most appropriate response.

### **Formal discipline procedures**

Hearings are held for students in the case of either a long-term suspension (10+ days) or expulsion. If a student commits an offense that calls for long-term suspension or expulsion, as defined in the student code of conduct.

### **Manifest determination reviews**

Students with an IEP, 504 or where the school is deemed to know that the student has a disability are required to have a manifest determination review (MDR) before being suspended more than cumulative 10 days in a school year. Ascend requires that the Committee on Special Education (CSE) is notified at 7 days of cumulative suspensions in order that the CSE is aware of the potential for an MDR if the child continues to be suspended.

### **Suicidal ideation protocol**

Ascend schools employ this protocol if a student has threatened self-harm (either verbally or in writing). Depending on the risk level (low, medium or high), varying follow up steps will ensue.

### **Homicidal ideation protocol**

Ascend schools employ this protocol if a student has threatened the physical safety of others (either verbally or in writing). Depending on the risk level (low, medium or high), varying follow up steps will ensue.

### **Crisis plan**

Ascend employ this protocol when a student requires 3 or more Crisis Prevention Intervention (CPI) incidents that require restraint within a 1-month period. Each school will have at least three staff members trained in Crisis Prevention Intervention (CPI) de-escalation and restraint. Post incident, the CPI team will gather within 24 hours of the CPI event to conduct a formal de-brief (in accordance with CPI protocol) even if restraint was not ultimately used. If restraint was used, then an incident report must also be written.

### **Student safety plan**

These are initiated post suicidal/homicidal/hospitalization/non-consensual sexual misconduct and consist of the following:

- o Arrival and Dismissal/transition/bathroom/unstructured time accommodations and procedures.
- o Responsibilities of administration, dean of students, Clinician, student services coordinator, teacher, CPI team, parent, student in various case scenarios that are relevant to the safety concern
- o Commitment of all parties to ensure that safety of all parties as well as the fidelity of the plan via signature.
- o Progress monitored by dean of students.

Revisions to Student Safety Plan can be made with Student Safety Team support

## **11. Chief emergency officer**

Kelly Garnes, COO  
[kgarnes@ascendlearning.org](mailto:kgarnes@ascendlearning.org)  
347-464-7600