



Safety Plan 'SAVE'

2017-2018 School Year

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The New Ventures Charter School Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. This Plan initially includes input from staff and facility safety officers but a complete Safety Team will be created during the first month of operation. The Plan follows Safety Plan guidelines distributed by NYSED.

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.

B. School Safety Team

The New Ventures Charter School Safety Team will be comprised of, but not limited to, representatives from the Board of Directors, Administration, Parents, Students, Faculty, and School safety personnel. A complete list of members will be listed below once the Safety Team has been established.

Title	Name	Role
Principal	Ron Gorsky	Stationed at Command Center
Assistant Principal	Ryan Melis	Head of the BRT
VP of Student Integration and Staff Career Development	Theresa Peterford	Special Needs Coordinator
Security Officer	Joe Koelbel	Incident Assessor/Emergency Officer
Teacher Leader	Yelena Osorez	Assembly Point Coordinator
Teacher	Amelia DePompo	Recorder
Teacher	Crystal Rios	Principal/Staff Liaison
Parent Representative	TBD	Parent Representative
Student Representative	TBD	School Safety Team Member
Local Law Enforcement Official	Robert King	Port Authority Police Department
Building Manager	Vincent Martucci	Building Super
VP of Operations	Dana Volini	Safety Team Supervisor
Director of Security/Facilities	Jeremey Zilinski	Safety Director

C. Concept of Operations

The initial response to all emergencies at New Ventures will be by the Core School Safety Team/BRT. 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 city and state resources through existing protocols as required.

The Core School Safety Team/BRT will also serve as the Emergency Response Team and Post Incident Response Team.

D. Access to Floor Plans

A set of floor plans and a diagram indicating School Evaluation 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 (maintained by the Safety Director, and kept in the Safety Office).

E. 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, including a review at our first Parent Teacher Organization. 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 each year.

Certain sections of our Safety Plan with response action detail and private contact information will remain confidential and shall not be subject 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 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. The Plan will be reviewed and approved each year by November 1st.

SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES

A. Prevention/Intervention Strategies

New Ventures 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, Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency Contact Information.

Building Personnel Training

- In preparation for planning and executing drills, the BRT will review information/guidance on the NYSED and the New York State Center for School Safety websites as well as Safety Plans from other schools.
- 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.
- 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.
- At least one Safety Team member will attend school safety training offered by the NYC DOE and share learning with the entire BRT
- At least two members of the Safety Team will take CPR and AED training.

Drills/ Exercises/ Student Training

- 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.
- The School 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 ad that of the entire school community.
- 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: 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.
- The tentative schedule for School Safety Drills is:

Date(s)	Drill Type
9/14/17, 10/13/17, 10/23/17, 10/27/17, 11/9/17, 11/14/17, 11/20/17. 11/28/17, 3/2/18, 4/16/18, 4/20/18, 5/8/18	Fire Drill
11/6/17 and 3/1/18	Soft Lock Down Drill

Implementation of School Safety Policies and Protocols

School Safety/Security roles at New Ventures Charter School are expected to be as follows:

- **School Safety:**
At student arrival and departure there will be a security guard present.
- **Hall monitors:** Faculty and Administration will monitor hallways before and after school, and during class change times.

Other School Safety protocols include:

- Only the main entrance door of the school will be open during the students arrival and dismissal. It will be monitored by staff during those times.
- All school visitors will be required to show identification upon entering the school building, and to wear a school nametag while in the school. As appropriate, visitors will be escorted to classrooms.
- The School will have 24 security cameras located around the two buildings.
- The students will have Student ID cards.
- The Principal, Security Officers, School Leaders, Receptionist, Director of Counseling, and VP of Operations 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

- The VP of Operations (Receptionist on her absence) 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

A. An updated School Staff contact list (with cell phone numbers) will be maintained by the Office Manager and placed within the School “Emergency/Safety Bag”. This bag will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, 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). Also in the bag will be a ‘Student Emergency Contact Binder’ with Emergency Contact sheets for each student. The bag will be located under the first administrator desk in the main office and the safety team will be aware of protocols for retrieving the bag.

B. Hazard Identification

Through a walk-through and in consultation with local police and School Security staff, as a part of developing the School Safety plan, the School Safety Team identified the following potential emergency sites and situations:

Potential Emergency Site	Related Potential Emergency Situation
School Building- particularly in stairwells, by lockers, social hub and bridge	Student confrontation
Buses/Transportation	Student confrontation
Off-site Field Trips	Student confrontation

Section III: Response

A. Assignment of Responsibilities

The chain of command at New Ventures Charter School in the case of emergencies is as follows:

1. Principal – Head of School
2. VP of Operations
3. Director of Security
4. BRT Head

B. Continuation of Operations

- In the event of an emergency, the Head of School 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
- A relinquishing command, the Head of School 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.
- The school will follow the Chain of Command outlined above to ensure continuity of operations.

C. Notification and Activation (Internal and External Communications)

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- Building Intercom
- School Phone system
- Cell Phones of School Safety Team and staff
- Walkie- Talkies (supplied to School Safety Team members)
- Bull Horns
- Air Horns
- Email
- Robocalls

Standard notification protocol will be for:

- Notification of an incident or hazard development to Head of School as soon as possible following its detection
- In the event of an emergency, Head of School will notify the Building Manager to notify all building occupants to take appropriate protective action

Also, upon the occurrence of a violent incident, the VP of Operations 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” Bag in the Main Office. The VP of Operations 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 VP of Operations 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. The One Call System will also be maintained with current family/parent/guardian contact information.

Note- families will be instructed on the website as to where to find updated information and contact numbers for the school in the event of any emergency situation.

D. Situational responses

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
- School Bus Accident
- Gas Leak
- Hazardous Material
- Biological Threat
- Radiological Threat

- Epidemic

E. Response of Acts of Violence

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
- Head of School, in consultation with the VP of Operations and Director of Security, 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
- As necessary
 - Initiate early dismissal
 - Initiate shelter or evacuation procedures

Protective Action Options

Situation	Plan
School Cancellation	Monitor situation that may warrant school cancellation (Principal) Make cancellation determination Inform Families/Students Inform Staff Inform Board As necessary, inform other parties(e.g. shared school)
Early Dismissal	Monitor situation that may warrant early dismissal (Principal) Make early dismissal determination Agree time to send early dismissal signal (intercom) Contact Transportation providers and make required arrangements Inform Families/Students Inform Staff Retain appropriate school personal on site until all students have been returned home/picked up
Evacuation (before, during	Determine level of threat

and after school hours)	<p>Contact Transportation providers and provisionally make required arrangement</p> <p>Clear all evacuation routes and sites</p> <p>Evacuate staff and students to pre-arranged evacuation sites (trailers or Hilton Hotel)</p> <p>Account for all students and staff populations. Report any missing persons to VP of Operations</p> <p>Make determination regarding early dismissal</p> <p>If dismiss early, contact families/transportation providers for pick up</p> <p>Ensure adult/continued school supervision/security</p> <p>Retain appropriate school personnel on site until all students have been returned home/picked up</p>
Movement to Sheltering Sites	<p>Determine level of threat</p> <p>Confirm sheltering location, depending on nature of incident (trailers or Hilton Hotel)</p> <p>Evacuate staff and students to pre-arranged sheltering site</p> <p>Account for all students and staff populations. Report any missing persons to VP of Operations</p> <p>Make determination regarding early dismissal</p> <p>If dismiss early, contact families/transportation providers for pick up</p> <p>Ensure adult/continued school supervision/security</p> <p>Retain appropriate school personnel on site until all students have been returned home/picked up</p>

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

For all situations:

- Parents – the head of school will determine if and when parents need to be informed, and will coordinate the informing. This will be done in consultation with the senior admin team.
- Media – the head of school 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.
- 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: principal asks for feedback from faculty and students (as appropriate), head of school asks for feedback from other constituencies (staff, security staff, etc.). The results of this debrief will inform future plan updates.

Arrangements for Obtaining Emergency Assistance from Local Government

As necessary, the head of school will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the school

emergency/safety plan bag. Soft and hard copies of this contact information will be maintained by the head of school and director of operations in their offices.

A record will be maintained of all local government emergency assistance requests and responses.

Procedures for Obtaining Advice and Assistance from Local Government Officials

As necessary, the head of school will request advice and assistance from local government officials (borough and city) and the PAPD. Contact names and numbers for all relevant local government officials and agencies will be maintained in the school emergency/safety plan binder. Soft and hard copies of this contact information will be maintained by the head of school and director of operations in their offices.

School (District) Resources Available for Use in an Emergency

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

- Emergency Bag (cell phone, first aid kit, flashlight, batteries, etc.)

Procedures to Coordinate the Use of School District Resources and Manpower During Emergencies

E. Security of Crime Scene

The head of school or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.

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

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

Section IV: Recovery

New Ventures Charter School recovery (post incident responses) will include, but not limited to:

Short term:

- Mental health counseling for staff and students
- Building security
- Facility restoration
- Post incident critique

Long term:

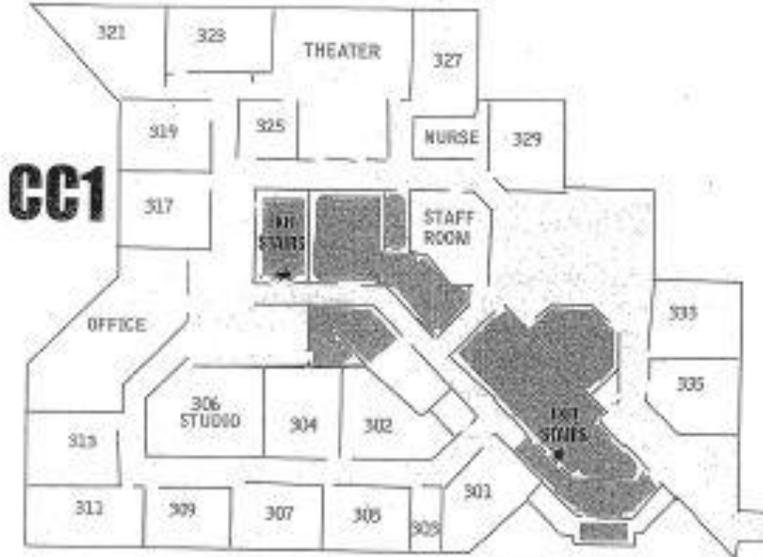
- Mental health counseling for staff and students
- Building security
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

After the recovery stage of any incident, the New Ventures Charter School safety team will conduct an internal meeting 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.

Appendices

Appendix 1: School Buildings covered by this District-Wide/ Building-Level School Safety (SAVE) Plan and Map of building

School # 1 Name	New Ventures Charter School/Integration Charter Schools
Address	1 Teleport Drive, 3rd Floor, Staten Island NY 10311
Contact Name	Dana Volini
Contact Title	VP of Operations
Contact Phone #	347-855-2238 x-353
Contact Email	dvolini@integrationcharterschools.org



Appendix 2: Safety Team and Chain of Command

School Building Safety Team

Name	Title	Role
Ron Gorsky	Stationed at Command Center	Will deal with the first responders and media.
Ryan Melis	Head of the BRT	Available to address parent concerns and will deal with the first responders.
Theresa Peterford	Special Needs Coordinator	In charge of ensuring that special needs students are being taken care of
Joe Koebel/Jeremy Zilinski	Incident Assessor/Emergency Officer	Will assess the incident and advise on the severity. Will deal with first responders.
Yelena Osorez	Assembly Point Coordinator	Responsible for arranging for assembly points and all information gets reported directly to.
Amelia DePompo	Recorder	Will keep a record of everything that happens.
Crystal Rios	Principal/Staff Liaison	Will ensure that the students are behaving and contained.
Robert King	Port Authority Police Department	
Vincent Martucci	Building Super	
Dana Volini	Safety Team Supervisor	In charge of assessment after an incident

Emergency Chain of Command

Principal – Head of School

VP of Operations

Director of Security

Appendix 3: Local emergency resources contact list

Teleport Front Gate: 718-355-7222

Port Authority Police: 718-390-2501

Robert King, PAPD: 718-697-3628

Vincent, Building Coordinator: 917-613-5595

Billy Lynch: Building Manager: 718-477-2100 x-260

MTA: 646-252-2542 or 347-694-2542

OPT: 718-482-3868