

2020-
2021



TEAM
CHARTER SCHOOL II

District Wide Safety Plan

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PART ONE-DISTRICT WIDE/BUILDING LEVEL (SUMMARY) SAFETY PLAN

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, we are required to have both District and Building Level Project SAVE School Safety Plans. This document is Urban Dove Team Charter School II's (UD Team II) 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.

UD Team II 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 UD Team II School Safety Plan was developed by the UD Team II Building Response Team—which includes student, family, staff, and local police for our first year of operation (starting August 2018).

Our goal in creating and implementing our School SAVE Safety Plan are:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions
- To create/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 constituencies 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.

Key School Data:

- UD Team II will begin its first year in the Fall of 2018 at with 110 students and 25 staff, serving only with grade 10. Each year a new grade will be added to become a full scale school serving grades 10-12
- Address: 860 forest ave, Bronx ny, 10456
- Phone: 917-789-2315
- School Head: Sharon Aiuvalasit, School Leader
- Student Transportation—via Subway and Yellow Bus

SECTION I GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

PURPOSE

The UD Team II School Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Directors of UD Team II (the 'Board'), a UD Team II School Safety Team was created and charged with the development and maintenance of a UD Team II School Safety Plan ('Plan'). This Plan includes input from parents, students, staff, and school safety and other personnel.

The Plan was developed by the Building Response Team (BRT) through a series of meetings attended by constituencies outlined above, following Safety Plan guidelines distributed by NYSED. The BRT 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 PLAN

The UD Team II Building Response 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:

Building Response Team (2019-2020)-(* Core Safety Team Member)

Title	Name	Role
Director of Operations*	<i>Dahiana Sanchez-Johnson</i>	Building Response Team Leader
Director of Youth Development *	<i>Chris Barfield</i>	BRT Member
Dean of School Culture*	<i>Tempestt Casey</i>	BRT Member
Assistant Dean*	<i>Christopher Williams</i>	BRT Member
Director of Curriculum and Instruction	<i>Kerridene Small</i>	BRT Member
Special Education and ELL Coordinator	<i>Marissa Costello</i>	BRT Member
Parent and Community Coordinator*	<i>Jennifer Villa</i>	BRT Member
Operations Manager	<i>Patrina Phillips</i>	BRT Member
School Aide	<i>Diamond Capers</i>	BRT Member
School Aide	<i>Gabriel Ramirez</i>	BRT Member
Social Worker	<i>Richard Dobbins</i>	BRT Member
Social Worker	<i>Isabelle King</i>	BRT Member
Parent Representative	<i>Thomasina Richardson</i>	BRT Member
Student Representative	<i>Jadiel Cortes</i>	BRT Member
Local Law Enforcement Official	<i>SGT Smalls</i>	40th Precinct
FDNY	<i>TBD</i>	Station 26

CONCEPT OF OPERATIONS

The initial response to all emergencies at UD Team II will be by the Core Building Response Team. Upon activation of the Core BRT 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 BRT 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 BRT Planning process. Every member of the BRT will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official BRT Binder (maintained by the Operations Manager, and kept 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, including a review at our first PTA Meeting in the Fall of 2018. 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.

The Plan will be reviewed periodically during the year and will be maintained by the Core BRT. For the 2018-2019 school year, a Safety Plan was created over the summer and reviewed by the UD Team II Board of Directors prior to school opening. It was in effect until the full Safety Team was in place and able to review the plan. The Plan was reviewed and approved by the UD Team II Board of Directors in July 2018 and submitted to the NYSED before October 1, 2018. After 2018, the required annual review will be completed on or before July 1 of each year after its adoption by the UD Team II Board of Directors.

SECTION II RISK REDUCTION/INTERVENTION STRATEGIES

PREVENTION/INTERVENTION STRATEGIES

UD Team II 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

- Programs: anti-bullying programs, violence prevention meetings, conflict resolution sessions and peer mediation, mentoring programs, forums for students concerned about bullying/violence, establishing anonymous reporting mechanisms for school violence/ bullying.
- UD Team II 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

- In preparation for planning and executing drills, the Building Response 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.
- 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. Staff will sign off on having reviewed and understood School Safety Plans.
- 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.
- At least two members of the UD Team II Safety Team will take CPR and AED training.
- UD Team II staff members will take Violence Intervention training

DRILLS / EXERCISES/ STUDENT TRAINING

- The Safety Team will conduct ‘tabletop’ 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 and 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	Time	Type	Plan
September 8-10	TBD	Lockdown Drill	Review Procedures with Students and perform Lockdown Drills.
September 14	10:15am	Fire Drill	Return to Class
September 24	2:50pm	Fire Drill	Return to Class
September 28	10:00am	Fire Drill	Return to Class
October 16	9:15am	Fire Drill	Return to Class
October 26	11:35am	Fire Drill	Return to Class
November 3	2:40pm	Fire Drill	Return to Class
November 10	11:00am	Fire Drill	Return to Class
November 27	11:55am	Fire Drill	Return to Class
December 1-3	Uber Dove	Bus Drill	Conducted during Uber Dove
May 3	3pm	Lockdown Drill	Follow Lockdown Procedure
May 13	Uber Dove	Bus Drill	Conducted during Uber Dove
May 17	11:45am	Fire Drill	Return to Class
May 25	2:55pm	Fire Drill	Return to Class
May 31	9:40am	Fire Drill (Rapid Dismissal)	Exit Building/No Return
June 8	2:20pm	Fire Drill	Return to Class

IMPLEMENTATION OF SCHOOL SECURITY POLICIES AND PROTOCOLS

School Safety/Security roles at UD Team II are expected to be as follows:

- School Security: 1 dedicated security guard, located as follows:
 - At start and end of the school day there will be a security guard at the front door
 - During the school day, a security guard will be located at the front door
- Hall monitors: School Aides, Staff and Administration will monitor hallways before and after school, and during class change times.

Other School safety protocols include:

- Only the front door of the school will be open at the start of day.
- All school visitors will be required to show identification upon entering the school building, and to wear a school name tag while in the school. As appropriate, visitors will be escorted to classrooms.
- The School will have security cameras located at front entrance and elevator.
- The School will have Student and Staff ID cards.
- There will be a security audit conducted within the first 2 months of the school year.
- All staff members will be provided with Two-Way Radios to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

COORDINATION WITH EMERGENCY OFFICIALS

The Director of Operations (building Response 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

An updated School Staff contact list (with cell phone numbers) will be maintained by the Operations Manager 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

Expert guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff in August 2020 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

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:

Potential Emergency Site	Related Potential Emergency Situation
School Building (particularly in stairwells, gym, cafeteria, and bathrooms)	Student Confrontation; Medical Emergency; Intruder
Athletic Fields and Private SBYD Facilities	Student Confrontation; Medical Emergency; Intruder
Buses	Student Confrontation; Medical Emergency; Intruder, Motor Vehicle Accident
Off-site Field Trips	Student Confrontation; Medical Emergency; Intruder

SECTION III: RESPONSE

ASSIGNMENT OF RESPONSIBILITIES

The chain of command at UD Team II in the case of emergencies is as follows:

1. School Leader
2. Director of Operations
3. Director of Youth Development

CONTINUATION OF OPERATIONS

- In the event of an emergency, the Director of Operations 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 School Leader 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.

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:

- School Phone system
- Cell Phones of School Safety Team and staff
- Walkie-Talkies (supplied to School Safety Team members)
- Bull Horns
- Whistles
- Email
- Text messaging
- Local media

Standard notification protocol will be for:

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

Also - upon the occurrence of a violent incident, the School Leader 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 School Leader 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 School Leader 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 Office Manager 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

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

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

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
- School Leader, in consultation with the Director of Student Support and Director of Operations, 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	<ul style="list-style-type: none"> ▪ Monitor situation that may warrant school cancellation (School Leader) ▪ Make cancellation determination ▪ Inform Families/Students ▪ Inform Staff ▪ Inform Board ▪ As necessary, inform other parties (e.g. shared school)
Early Dismissal	<ul style="list-style-type: none"> ▪ Monitor situation that may warrant early dismissal (School Leader) ▪ 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 personnel on site until all students have been returned home/picked up
Evacuation (before, during and after school hours)	<ul style="list-style-type: none"> ▪ Determine level of threat ▪ Contact Transportation providers and provisionally make required arrangements ▪ Clear all evacuation routes and sites ▪ Evacuate staff and students to prearranged evacuation site ▪ Account for all students and staff populations. Report any missing persons to School Leader ▪ Make determination regarding early dismissal ▪ If dismiss early, contact families/transportation providers for pick up ▪ Ensure adult/continued school supervision/security ▪ Retain appropriate school personnel on site until all students have been returned home/picked up
Movement to Sheltering Sites	<ul style="list-style-type: none"> ▪ Determine level of threat ▪ Confirm sheltering location, depending on nature of incident ▪ Evacuate staff and students to pre-arranged sheltering site ▪ Account for all students and staff populations. Report any missing persons to School Leader ▪ Make determination regarding early dismissal ▪ If dismiss early, contact families/transportation providers for pick up ▪ Ensure adult/continued school supervision/security ▪ Retain appropriate school personnel on site until all students have been returned home/picked up

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

For all Situations:

- Parents - The School Leader will determine if and when parents need to be informed, and will do the informing. This will be done in consultation with the leadership team.
- Media –The School Leader 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 and CMO, Urban Dove.
- The Building Response 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: School Leader asks for feedback from faculty and students (as appropriate), School Leader 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

As necessary, the School Leader 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 School Leader 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 School Leader 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 School Leader and Director of Operations in their offices.

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

SCHOOL (DISTRICT) RESOURCES AVAILABLE FOR USE IN AN EMERGENCY

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

- Cell Phone
- Two-Way Radios
- Tool Box
- First Aid Kit
- Flashlight

PROCEDURES TO COORDINATE THE USE OF SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES

(see Multi-Hazard Plans above)

SECURITY OF CRIME SCENE

The Director of Operations (Building Response Team Leader) 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

UD Team II Recovery (Post Incident Responses) will include, but not be limited to:

Short term:

- Mental health counseling for staff and students
- Building security
- Facility Restoration
- Post Incident Critique
 - After the recovery stage of any incident, the UD Team II 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 UD Team II School 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, the UD Team II 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.

SITUATIONAL RESPONSE DETAIL

Emergency Situation	Response
FIRE	<ul style="list-style-type: none"> ● Sound fire alarm ● Staff escort current class to agreed meeting location (see diagram below). Students stay with class. ● BRT Lead – Pick up Emergency Bag (with Student Emergency Contact Binder, School Safety Plan binder, Staff sign in sheet, Sign to hold up to indicate their location) ● BRT “sweep’ staff ensure building is empty ● Meet at designated spot ● BRT Lead confirms “All Clear” ● Return to school
INTRUDER IN BUILDING	<ul style="list-style-type: none"> ● BRT Leader will announce on walkie-talkies and phone Intercom ● Soft Lockdown – lock doors only ● Hard Lockdown – lock doors and move students away from door window ● Teachers lock classroom doors (and move students away from window as required) ● School Leader, BRT Lead will contact local police ● Once clear, over intercom announce “all clear”
MEDICAL EMERGENCY	<ul style="list-style-type: none"> ● Call Code Blue on walkie-talkies and phone Intercom ● All students and staff should remain in their rooms ● AED brought to where Medical Emergency is ● School Leader makes decision to call 911 ● When Medical Emergency is over, call “Code Blue Cancelled” over walkie-talkies and Intercom

RESPONSE TO IMPLIED OR DIRECT THREATS OF ACTS OF VIOLENCE

All of the below plans are in keeping with the School's Zero Tolerance Policy for School Violence

Source of Threat	Plan
Student	<ul style="list-style-type: none"> ● Implement de-escalation procedures (remove student from situation, have Social Worker discuss incident and causes for incident with student) ● Determine level of threat (Critical, High, Medium, Low) ● Inform School Leader ● As necessary, contact parent/guardian, police and/or hospital ● As necessary, inform staff ● Monitor situation to ensure resolved ● If necessary, implement Emergency Response Plan
Staff	<ul style="list-style-type: none"> ● Implement de-escalation procedures (remove staff from situation, have Social Worker discuss incident and causes for incident with staff member) ● Determine level of threat (Critical, High, Medium, Low) ● Inform School Leader ● As necessary, contact police and/or hospital ● As necessary, inform other staff ● Monitor situation to ensure resolved ● If necessary, implement Emergency Response Plan
Visitor	<ul style="list-style-type: none"> ● Implement de-escalation procedures (remove student from visitor, have Social Worker discuss incident and causes for incident with visitor) ● Determine level of threat (Critical, High, Medium, Low) ● Inform School Leader ● As necessary, contact police and/or hospital ● As necessary, inform staff ● Monitor situation to ensure resolved ● If necessary, implement Emergency Response Plan

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

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
- School Leader, 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	<ul style="list-style-type: none"> ● Monitor situation that may warrant school cancellation (School Leader) ● Make cancellation determination ● Inform Families/Students ● Inform Staff ● Inform Board ● As necessary, inform other parties (e.g. shared school)
Early Dismissal	<ul style="list-style-type: none"> ● Monitor situation that may warrant early dismissal (School Leader) ● 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 personnel on site until all students have been returned home/picked up
Evacuation (before, during and after school hours)	<ul style="list-style-type: none"> ● Determine level of threat ● Contact Transportation providers and provisionally make required arrangements ● Clear all evacuation routes and sites ● Evacuate staff and students to prearranged evacuation site ● Account for all students and staff populations. Report any missing persons to School Leader ● Make determination regarding early dismissal ● If dismiss early, contact families/transportation providers for pick up ● Ensure adult/continued school supervision/security ● Retain appropriate school personnel on site until all students have been returned home/picked up
Movement to Sheltering Sites	<ul style="list-style-type: none"> ● Determine level of threat ● Confirm sheltering location, depending on nature of incident ● Evacuate staff and students to pre-arranged sheltering site ● Account for all students and staff populations. Report any missing persons to School Leader ● Make determination regarding early dismissal ● If dismiss early, contact families/transportation providers for pick up ● Ensure adult/continued school supervision/security ● Retain appropriate school personnel on site until all students have been returned home/picked up

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

SUMMARY OF SITUATIONS AND ASSOCIATED COMMUNICATION PHRASES

Emergency Situation	Communication Code Phrases
Intruder-Is In The Building	There is an Intruder in the building. Hard Lockdown
Intruder-Alert is over	Lockdown is over. Lockdown has been lifted.
Bomb Threat	Fire Alarm
Civil Unrest	Code C

