

Rochester Prep Charter Schools District-Wide Safety Plan

2021-2022

Rochester Prep Jay Street Elementary - *899 Jay Street*
Rochester Prep West Campus Elementary - *305 Andrews Street*
Rochester Prep Elementary School #3 - *85 St. Jacob Street*
Rochester Prep Middle School #3 - *85 St. Jacob Street*
Rochester Prep Brooks Middle School - *630 Brooks Avenue*
Rochester Prep West Campus Middle School - *432 Chili Avenue*
Rochester Prep High School - *14 Mark Street*

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Section I: General Considerations & Planning Guidelines

A. Purpose

The Rochester Prep Charter Schools District-Wide Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Associate Chief Operating Officer, Rochester Prep appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

B. Identification of School Teams

As referenced in the previous section, Rochester Prep Charter Schools has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the administration, facilities management, external relations personnel and other school personnel. The members of the team and their positions or affiliations are as follows:

Member’s Name	Position or Affiliation
John Claypool	Associate Chief Operating Officer & Incident Commander
Paul Powell	Associate Superintendent
Brian Marciano	Director of Operations
Aaron Strong	Director of Operations
Allison James-Villa	Director of Operations
Brenda Clark	Director of Operations
Cameron Lewis	Director of Operations
Moira Hill	Director of Operations
Jeffrey Allen	Director of Operations
Jennifer Rivera	Parent Representative & Transportation Coordinator
Tocarra Hughes	Regional Senior Director

Ann Wall

School Facilities Manager

C. Concept of Operations

General protocols reflected in the Rochester Prep Charter Schools Safety Plan guide the development and implementation of the Building-Level Emergency Response Plans. The Rochester Prep Charter Schools Safety Plan sets forth the general procedures and protocols to be adhered to at each school and serve as the standard operating procedures. In developing the Safety Plan, key internal and external stakeholders were involved in order to garner the best local operational knowledge and the best emergency management and safety expertise in creating and revising the plan. Our Rochester Prep Schools are an integral part of the community and, as such, it is important that community stakeholders are involved and understand the role of the school district and its relationship to the safety of the community at large.

Incident Commander

The Associate Chief Operating Officer is the Rochester Prep Schools Incident Commander. The responsibilities of the Incident Commander are:

- coordination of the communication between building leaders, school staff, law enforcement, and other first responders
- lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans
- ensure staff understanding of the district-wide school safety plan
- ensure the completion and yearly update of building-level emergency response plans for each school building
- assist in the selection of security related technology and development of procedures for the use of such technology
- coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan
- ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
- ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The plan must be formally adopted by the Board of Education. Full copies of the Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. In addition, the Building-Level Emergency Response Plans will be sent to the New York State Police and the Monroe County Sheriff's Department. This plan will be reviewed periodically during the year and will be maintained by the Safety Team. A copy of the plan will be available on the district website.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention/Intervention Strategies

This section will identify specific prevention and risk reduction strategies that have been implemented within the Rochester Prep schools. Many of these components serve as both prevention and risk reduction tools.

Program Initiatives

Rochester Prep recognizes the importance of curriculum and activities that improve the school culture and communication throughout the school community and that encourages the reporting of potentially dangerous, suspicious or violent behavior, including but not limited to communication with school social workers, school support teams, and DASA reporting. The following is a partial list of such current initiatives:

- Peer mediation, conflict resolution, and diversity programs on a co-curricular, extra-curricular, and counseling basis
- Whole school community meetings to discuss pertinent issues
- Interventions by teachers, behavior teams, social workers, school staff, external mediators, nurses, and administrators
- Group setting discussions with school social workers
- Character Education programming
- Extra-curricular programs
- DASA reporting
- Restorative practices

Training and Drills

- Rochester Prep Charter Schools provides annual multi-hazard school safety training for all staff and students. The components of this training will be consistent across our schools

while the means of communication will likely be varied due to the specific needs of program participants involved. Staff training is routinely conducted during the professional development period at the beginning of the school year and will be followed by drills that include the entire school population.

- Rochester Prep Charter Schools will conduct drills and exercises to test the components of the Building-Level Emergency Response Plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals. At a minimum, twelve evacuation drills (fire drills) and four lockdown drills. There will be five fire drills and two lockdown drills prior to January 1st.
- The emergency back-up generators and lighting systems are also tested annually and all systems verified functional without electricity.

Implementation of School Safety

• Routine Precautions

All staff are expected to immediately report to their Directors of Operations any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community.

• Limited Access

Rochester Prep Charter Schools are tasked with implementing this policy while tailoring it to the specific needs of each building. Generally, this means that no exterior doors will remain unlocked without direct supervision – most commonly to facilitate arrival & dismissal procedures. Those doors that may need to remain unlocked during a portion of the school day should be monitored in some fashion. All entrances are to be secured shortly after the start of the instructional day.

Once secured for the day, each building utilizes an audio and/or video electronic visitor access control system at their main entrances that provides a means for school staff to remotely screen and approve visitors prior to actually granting them access into the building.

Each building also utilizes a keyless entry system allowing access to authorized personnel by presenting a key fob to a reading device at those entrances. These key fobs are assigned to specific personnel and are tracked in a secure system.

- **Visitor Policy**

Rochester Prep's Visitors to Schools policy will provide the details related to how visitors are handled at each building. Should an unannounced visitor appear at a classroom, office or be observed in the hallways without proper identification (visitor pass or a note from the office), staff may approach and inquire as to a subject's business or contact their school's main office immediately. Additionally, any visitors to the district have been limited to those required to be in buildings and will need to participate in COVID screening as per the district reopening plan.

- **Student Sign-Out Procedures**

Schools are diligent in ensuring that only those persons authorized to sign-out students are allowed to do so utilizing the applicable data maintained within PowerSchool. Staff may also require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate.

- **Fire Alarm**

Fire detection alarms are linked to a Johnson Controls central monitoring station at all Rochester Prep Schools. These alarms and fire response procedures are tested regularly consistent with New York State Education Department regulations.

B. Early Detection of Potentially Violent Behaviors

Rochester Prep Charter Schools recognize the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, Rochester Prep will ensure that appropriate school violence prevention and intervention training will be incorporated into all phases of staff professional development.

Students, parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an investigation can commence in a timely fashion if deemed necessary.

This communication may extend beyond Rochester Prep staff to include members of the Safety Team, Mental Health Professionals, etc., when deemed appropriate and within existing legal parameters.

C. Hazard Identification

The list of sites of potential emergency include: all school buildings, parking lots, properties adjacent to schools, buses, and off-site field trips. The School Safety Team has assessed Rochester Prep facilities for any unique hazards and has documented them on the Building-Level Emergency Response Plan.

SECTION III: RESPONSE

A. Notification and Activation (Internal and External Communications)

Building Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of a violent incident. Rochester Prep Charter Schools maintains a list of local law enforcement agencies, and the designation of the individuals who are authorized to contact the law enforcement agencies.

The process for informing individual schools within the Rochester Prep Charter School district of a disaster or an act of violence include the following possible forms of communication: telephone, e-mail, or others as appropriate.

The system may specify that in the event of an emergency, or impending emergency, Rochester Prep Charter Schools will notify all school leaders to take appropriate action. Rochester Prep will utilize SchoolMessenger to contact guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. Rochester Prep Charter Schools might also use local media in some instances or post information on the website or social media accounts.

B. Situational Responses

Multi-Hazard Response

In the event of a catastrophic emergency, the evacuation of the building and the preservation of life is the only consideration. It is anticipated that specific procedures outlined in this document, particularly as they relate to notifications, line of authority, etc., may well be violated in cases involving catastrophic emergencies.

There are many variables that could impact the manner in which the Building Emergency Response Team responds to a particular occurrence. These variables could include: time of day, weather, age of students, and location of students, anticipated response time of emergency responders, availability of support personnel, and availability of transportation. Specific emergency situations are identified and standard response procedures are detailed in the Building-Level Emergency Response Plans; however, given the aforementioned

variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

The Associate Chief Operating Officer is designated as the person in charge – the Incident Commander – during the initial response to any emergency in our schools. The Associate Chief Operating Officer will provide leadership, organize activities and disseminate information with the assistance of the Building Response Team (BRT) if needed. If the Associate Chief Operating Officer is unavailable or not on site the Director of Operations will act in their absence with the same authority and responsibility.

In most instances where this level of school response is warranted, Rochester Prep Charter Schools will be seeking assistance from outside emergency responders in resolving the situation. As such, the immediate objective is generally to contain and manage the incident until the emergency responders arrive on scene. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law will be followed. By contacting 9-1-1, the system for coordinating the delivery of assistance from both the county and local agencies will be activated.

The Building-Level Emergency Response Plans include procedures and actions that will be implemented in the event of the occurrence of a hazardous event. Such plans are not available to the public, nor are they to be included in the Safety Plan.

Responses to Acts of Violence: Implied or Direct Threats

The policies and procedures for responding to implied or direct threats of violence, including suicide, by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency Response Plans. The following types of procedure(s) may be used by Rochester Prep Charter Schools:

Use of staff trained in de-escalation strategies to diffuse the situation

- Inform Director or Principal of implied or direct threat
- Determine level of threat with ACOO
- Contact appropriate external mental health agency or law enforcement agency, if necessary
- Monitor situation, adjust responses as appropriate, and include the possible use of the Emergency Response Team.

Acts of Violence

The policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency

Response Plans. The following types of procedure(s) could be used by Rochester Prep Charter Schools:

- Determine level of threat with Associate Chief Operating Officer
- If the situation warrants, isolate the immediate area and evacuate if appropriate
- Inform Director or Principal
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

Rochester Prep's selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions, implied or direct threats of violence by students against themselves, including suicide, and kidnappings will be included in the Building-Level Emergency Response Plans.

The following possible protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents, and guardians
- Procedures to notify law enforcement, and other emergency personnel
- Procedures to notify media
- Debriefing procedures

Procedures for Obtaining Emergency Assistance from Local Government

Arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include contacting 9-1-1 immediately. Additional support can be obtained by contacting the Rochester City Police Department, Monroe County Sheriff's Department, NY State Police, Rochester City Fire Department, and the Monroe County Emergency Management Office.

External Resources Available for Use in an Emergency

The Associate Chief Operating Officer or their designee can contact the Monroe County Department of Transportation or external vendors to request additional heavy equipment and other resources.

Procedures to Coordinate Use of Internal Resources and Manpower During Emergencies

Rochester Prep Charter Schools will use the Incident Command System to coordinate the use & distribution of school resources and manpower during emergencies.

Protective Action Options

Plans for taking the following actions in response to an emergency where appropriate will be included in the Building-Level Emergency Response Plan: school cancellation, early dismissal, evacuation, and sheltering.

Protocols for a Public Health Emergency

Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations, in the event of a declared public health emergency, involving a communicable disease. The new legislation will constitute New York State Labor Law Section 27-C, and serves as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to 2801-A of the Education Law that will require additions to the district plan. 2801-a (m) - protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of section 27c of the labor law.

Essential Personnel:

ESSENTIAL PERSONNEL	JUSTIFICATION OF NECESSITY
Director of Operations	<ul style="list-style-type: none"> ● Responsible for access to schools for staff and emergency personnel. Maintains physical security of schools, oversees alarm, access control and CCTV systems. ● Liaison to the Incident Commander. ● Responsible for all personnel assigned to disinfect the buildings and maintenance of the schools/offices. Distribution of PPE to essential staff. ● Responsible for approving essential items, i.e. payroll, procurement of emergency supplies.
Principal	<ul style="list-style-type: none"> ● Ensures continuation of instruction and communication with students and their families. ● Coordinates services i.e. mental health, liaison with town/state agencies for acquiring PPE supplies.

(Director of)Special Projects	<ul style="list-style-type: none"> • Potential may arise to coordinate distribution of technological devices, food, etc. to students. • Where necessary, to ensure the continued operation of the district.
Office Manager/Receptionist	<ul style="list-style-type: none"> • Provides communication to the community (i.e. website, social media, school messenger). • Where necessary, to ensure the continued operation of the district.
Custodial Staff	<ul style="list-style-type: none"> • Responsible for ensuring that food is prepared and distributed daily to the community. • Disinfects and cleans all schools, following a closure. Sanitizes areas that essential staff utilize. Replenishes PPE and supplies for essential workers and at entry points. • Where necessary, to ensure the continued operation of the district.

Distribution of Technology:

The sign-out process for issuing technology to students and staff will be as follows:

Administration, faculty, and students have already been issued wifi enabled devices to use for district needs. The IT department will evaluate, on a case-by-case basis, the individual needs, along with every request relating to distributing devices and downloading software technology.

Requests to have phone calls forwarded to personal phone lines will be made to the respective supervisor, and, if approved, the IT department will work to fulfill such request.

The following programs may need to be used by essential and non-essential staff, and students, and are not limited to the following:

Email	Google Classroom Suite
Clever	Amplify Reading
mClass	Zearn
Epic Reading	Actively Learn
Desom	Gizmos

Illuminate	PowerSchool
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Response to State-Ordered Reduction in Workforce:

In the event of a state-ordered reduction in workforce, those employees deemed essential will be strategically deployed in a fashion so that they are working within the guidance provided by the Department of Health such as maintaining safe distances from one another. Additionally,

- In-person days may be staggered by cohort groups.
- Employees may be permitted to work remotely.
- Contractors may not be permitted on campus during school hours.
- Visitors may not be permitted on campus during school hours.

With respect to managing transportation services provided to the district, in addition to the wearing of facial coverings, the following measures have been taken:

- Buses will stagger seating.
- Members of the same household sit together.
- Buses will load back to front when applicable
- Arrival and departure activities shall be supervised to ensure social distancing.
- Whenever possible, a single driver will be assigned to the same bus and routes.
- Bus windows and roof hatches will be kept open to allow for ventilation.
- Buses will be disinfected at the end of every run and deep cleaned periodically.

PPE

This information shall serve as a plan for ongoing procurement, storage, dissemination and maintenance of Personal Protective Equipment (PPE). The district will provide at least five pieces of PPE (cloth/ disposable mask, gloves, hand sanitizer, disinfectant) for each school-based employee. The Director of School Support will serve as the liaison for the district to obtain, disseminate and maintain all PPE.

The ongoing procurement of said PPE will be in line with the district’s purchasing routes. The Director of Operations will decide on proper storage areas within their school, based on availability, and also ensure that compliance with manufacturer’s storage recommendations are adhered to. Ongoing inventory will be maintained by the schools.

Known Exposure

When individuals enter a school for a period of 5 minutes or longer, they will be required to sign in. In the event that an individual is exposed to a known case of the communicable disease, exhibits symptoms, or tests positive, the individual will be directed to quarantine. The area the individual came into contact with will be closed, contact tracing will be implemented, notification to those impacted will be made, and a thorough sanitization of the contaminated areas will take place.

The district will adhere to all federal, state and local laws regarding available leave, in the event that an employee needs to receive testing, treatment, isolation or quarantine.

Contact Tracing

The district utilizes a variety of methods listed below for time and attendance tracking:

- Elementary, Middle, and High School all use a biometric system to track in-person staff attendance.

All employees electronically acknowledge their health status before reporting to work. Individuals who do not report to work must notify their supervisor, and their absence will be recorded in the Human Resource time and attendance system. Payroll, attendance, and/or time cards/biometric systems will further document an employee's presence on campus.

- Any contractor assigned to work in the district, must first be cleared to work in a specific location by the Director of Operations, and once approved, will mandate that project managers maintain documentation with dates and specific hours that each employee worked on a site.
- In the event that an essential employee is scheduled for an off-site visit (out of the building), the employee must get prior approval from their direct supervisor, so that in the event of an exposure, contact tracing can be implemented.
- Non-essential visitors will not be allowed on site, however, exceptions may be made on a case by case basis.

Emergency Housing

The District will work with the county health department to provide a list of available housing. The employee will be directed to work with Human Resources to the extent possible.

Please refer to the district's [reopening plan](#) for further information.

SECTION IV: RECOVERY

A. Support for Buildings

After an incident, the Rochester Prep Charter Schools Crisis Plan will be initiated by the appropriate level emergency response team. Necessary resources will be deployed in order to support the Emergency Response Team and the Post-Incident Response Team.

B. Disaster Mental Health Services

Mental health services needed will be addressed by the appropriate emergency response team using the Rochester Prep Charter Schools Crisis Plan.

SECTION V: ANNUAL PLAN REVIEW

Directors of Operation are responsible for annual completion of the following:

- Be familiar with all duties and responsibilities of the building leaders or designees.
- Update the Site Emergency Plan by the last day of August of each year and submit a copy of the plan to the District Emergency Planning Coordinator.
- Assign staff to roles and responsibilities of members and alternates
- Ensure that all staff are trained in emergency responses and preparedness roles & responsibilities.
- Establish a schedule for multi-hazard drills
- Update the list of employees who are trained in first aid, CPR, and restraint
- Arrange with the Incident Commander for updated training as necessary.
- Update as necessary the site floor plan showing evacuation routes and locations of assembly areas, emergency supplies and equipment, fire extinguishers, fire alarm pull stations, master electrical panels and main water and gas shut-off valves
- Ensure that emergency procedures are posted in each classroom and in cafeterias and teacher workrooms
- Update the list of any disabled students or employees or those who may need evacuation assistance or other special assistance.
- Conduct an inventory of all emergency supplies and equipment and coordinate with the Incident Commander to replace used or outdated supplies and equipment.
- Maintain a list of emergency phone numbers in a readily accessible location.