

Uncommon  
Schools

TROY PREP

## **Troy Prep Charter Schools District-Wide Safety Plan**

2021-2022

Troy Prep Elementary School- *3055 Sixth Avenue, Troy NY 12180*

Troy Prep Middle School - *2 Polk St, Troy NY 12180*

Troy Prep High School - *2 Polk St, Troy NY 12180*

## Table Of Contents

Section I: General Considerations & Planning Guidelines.....	2
A. Purpose	
B. Identification of School Teams	
C. Concept of Operations	
D. Plan Review and Public Comment	
Section II: Risk Reduction/Prevention & Intervention .....	4
A. Prevention/Intervention Strategies	
1. Program Initiatives	
2. Training, Drills and Exercises	
3. Implementation of School Safety	
B. Early Detection of Potentially Violent Behaviors	
C. Hazard Identification	
Section III: Response.....	7
A. Response to Emergency Situations	
B. Notification and Activation (Internal and External Communications)	
C. Situational Responses	
1. Multi-Hazard Response	
2. Responses to Acts of Violence: Implied/Direct Threats	
4. Acts of Violence	
3. Response Protocols	
4. Procedures for Obtaining Emergency Assistance from Local Government	
5. External Resources Available for Use in an Emergency	
6. Procedures to Coordinate Use of Internal Resources and Manpower During Emergencies	
7. Protective Action Options	
Section IV: Recovery.....	10
A. Support for Buildings	
B. Disaster Mental Health Services	
Section V: Annual Review.....	10

**Section I: General Considerations & Planning Guidelines**

**A. Purpose**

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

<b>Member’s Name</b>	<b>Position or Affiliation</b>
Johanna Martin	Associate Chief Operating Officer & Incident Commander
Maisie Wright	Associate Superintendent
Cathlene Schwartzbeck	Director of Operations
Alina Daley	Director of Operations
Julia MacMillan	Director of Operations
Sara Wilcox	Director of School Support

**C. Concept of Operations**

General protocols reflected in the Troy Prep Charter Schools Safety Plan guide the development and implementation of the Building-Level Emergency Response Plans. The Troy 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 Troy 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 Troy 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 Rensselaer 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 Troy Prep schools. Many of these components serve as both prevention and risk reduction tools.

#### **Program Initiatives**

Troy 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**

● Troy 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.

● Troy 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.

- In response to COVID-19, Troy Prep Charter Schools are not holding after-school programs, events or performances conducted within a school building. Building-Level Emergency Response Plans for the 2022-2023 school year will be updated to reflect EL §807.1-a in the event that we can resume after-school activities.
- 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**

Troy 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**

Troy 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 Troy 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

Troy Prep Charter Schools recognize the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, Troy 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 Troy 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 Troy 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. Troy 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 Troy 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, Troy Prep Charter Schools will notify all school leaders to take appropriate action. Troy 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. Troy 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, Troy 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 Troy 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 situations, 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 Troy 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**

Troy 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 Troy City Police Department, Rensselaer County Sheriff's Department, NY State Police, Troy City Fire Department, and the Rensselaer County Emergency Management Office.

### **External Resources Available for Use in an Emergency**

The Associate Chief Operating Officer or their designee can contact the Rensselaer 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**

Troy 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.

**SECTION IV: RECOVERY**

**A. Support for Buildings**

After an incident, the Troy 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 Troy 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.