

Achievement First Charter Schools

District-Wide School Safety Plan 22-23 SY

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Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools. Describe the process used by the district in developing this school safety plan, including any strategies such as community or student involvement and collaboration. The district may describe the data or process used for needs assessment and implementation of the plan to meet the individualized needs of the district in keeping with the intent of Project SAVE.

Achievement First Charter Schools (“District”) School District supports the SAVE Legislation and intends to engage in a planning process. The Vice President of Operations / designee encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Purpose

The Achievement First District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Achievement First Brooklyn Charter Schools board, the Vice President of Operations of Achievement First Charter Schools appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

SECTION I. IDENTIFICATION OF THE DISTRICT-WIDE SAFETY TEAM

Achievement First has appointed a District-wide School Safety Team consisting of, but not limited to students, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The District Wide School Safety Team, under the leadership of the Associate Director of Safety, conducts annual reviews and updates to District-Wide School Safety Plan before July 1st.

A. Concept of Operations

The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will be used to guide the development and implementation of individual Building-level Emergency Response Plans.

- i. The development of the District Wide-School Safety Plan was a collaborative effort of the District-wide Safety team utilizing guidance provided by the New York State Education Department, in consultation with Homeland Security and the New York State Police.
- ii. In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building Emergency Response Team. Achievement First consists of the following facilities in New York:

ELEMENTARY	Achievement First Apollo Elementary School
	Achievement First Aspire Elementary School
	Achievement First Brownsville Elementary School
	Achievement First Bushwick Elementary School
	Achievement First Crown Heights Elementary School
	Achievement First East New York Elementary School
	Achievement First Endeavor Elementary School
	Achievement First Legacy Elementary School
	Achievement First Linden Elementary School
	Achievement First North Brooklyn Prep Elementary School

MIDDLE	Achievement First Apollo Middle School
	Achievement First Aspire Middle School
	Achievement First Brownsville Middle School
	Achievement First Bushwick Middle School
	Achievement First Crown Heights Middle School
	Achievement First East New York Middle School
	Achievement First Endeavor Middle School
	Achievement First Linden Middle School
	Achievement First North Brooklyn Prep Middle School
	Achievement First Voyager Middle School

HIGH	Achievement First Brooklyn High School
	Achievement First East Brooklyn High School
	Achievement First Ujima High School
	Achievement First University Prep High School

- iii. Upon the activation of the School Emergency Response Team, the Regional Director of Operations and Regional Superintendent of Schools will be notified and, where appropriate, local emergency officials will also be notified by calling 911.

- iv. County and state resources through existing established protocols may supplement emergency response actions, including post-incident responses

B. Plan Review and Public Comment

- i. This plan will be reviewed and maintained by the District-wide School Safety team on an annual basis before July 1 of each year.
- ii. Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment on the district's website at <https://www.achievementfirst.org/schools/new-york/> under notices and policies at least 30 days prior to its adoption. The district-wide plan may be adopted by the AF Brooklyn Board of Trustees only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the AF Brooklyn Board of Trustees.
- iii. Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. A copy of the plan will be available at the Achievement First New York Office (**25 Broadway 12th floor, New York, NY 10004**).
- iv. While linked to the District-wide School Safety Plan, the Building-level Emergency Response Plans shall be 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.a.

C. Designation of District Chief Emergency Officer

Achievement First designates the Chief Operating Officer or their designee as the District Chief Emergency Officer. The Chief Emergency Officer is responsible for coordinating communication with law enforcement and first responders, and implementation of the district-wide school safety plans in all schools.

The District Chief Emergency Officer will be responsible for:

- i. Coordination of the communication between school staff, law enforcement, and other first responders;
- ii. Leading 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;
- iii. Ensuring staff understanding of the district-wide school safety plan;
- iv. Ensuring the completion and yearly update of building-level emergency response plans for each school building;

- v. Assisting in the selection of security-related technology and development of procedures for the use of such technology;
- vi. Coordinating appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- vii. Ensuring the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
- viii. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the Commissioner.

SECTION II. PREVENTION AND INTERVENTION

This section of the plan is used to identify and describe the district's policies and procedures for reducing the risk of violence; implementing programs and activities for the prevention of violence; and establishing clear descriptions of actions that will be taken in the event of a violent incident or other school emergencies.

A. Prevention/Intervention Strategies

Research demonstrates that positive, skills-based approaches can increase the safety of students and teachers in school, as well as improve the community climate. Achievement First regularly conducts age-appropriate programs for scholars, staff, and parents in each building such as:

- i. Non-violent conflict resolution training programs;
- ii. Creating a forum or designating a mentor for students concerned with bullying or violence;
- iii. Peer mediation programs and support;
- iv. Other programs established at each school building as needed.

Additionally, school buildings are staffed by NYPD School Safety Agents or private security guards. Schools are also equipped with security surveillance systems.

B. Training, Drills, and Exercises

Achievement First has established policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. Written information is provided to all students and staff about emergency procedures by October 1 of each school

year. Achievement First has established the following procedures for multi-hazard school safety training for staff and students:

- i. Annual review of the building emergency response procedures with staff and students.
- ii. All buildings conduct emergency drills including eight (8) fire drills and four (4) lockdown drills that include practicing Shelter-in and Hold.
- iii. Achievement First conducts drills and other training exercises to test components of the emergency response protocols as provided by NYSED and NYCDOE
- iv. Building Response Teams will plan, review and conduct drills under the leadership of each schools' Director of School Operations.
- v. Training is provided to all new hires within 30 days of such hire.

C. Implementation of School Security

Achievement First works closely with the NYPD School Safety Division within each co-located DOE facility in New York City. The following procedures have been established for visitor access:

- i. A visitor is considered anyone who is not an assigned staff member or student in a specific facility.
- ii. All visitors to a school must sign in with both the School Safety Agent at the Main Entrance and the school's main office upon arrival. For schools that are not located in a NYC Dept. of Education buildings, Security Officers will sign in all visitors.
- iii. Visitors must wear a visitors' badge identifying them and will have limited access to other areas of the facility without escort.
- iv. If a staff member notices suspicious, threatening, and/or otherwise inappropriate behavior, the behavior is to be immediately reported to the Main Office for a response from the Director of School Operations and/or the Principal.
- v. NYPD School Safety officers or security personnel will be notified and asked to assist as needed to ensure students and staff safety.
- vi. Achievement First maintains written contracts with our private security detailing policies and procedures for building access, physical security assignments, and all other policies and procedures.

D. Early Detection of Potentially Violent Behaviors

The early detection of potentially violent students will be facilitated through professional development offerings provided by the School Leadership team of each Achievement First building. Before the end of the first week of each academic year, teachers will familiarize themselves with all available information and records about the regular education and/or special education program placement of every student in their class. Instructional and non-instructional staff who are concerned about the behavior of a student will communicate with the principal,. The principal will then communicate appropriate information to other staff members on a need-to-know basis. The staff member will proceed to work with that student on the basis of these consultations and information.

E. Hazard Identification

Every Achievement First building is evaluated annually for potential hazards within the building and on school grounds. The Building Emergency Response Plan, located in the School Office includes the identification of hazardous roadways and intersections in proximity to the school building. There are no storage facilities for hazardous chemicals adjacent to any School facilities that have been identified by the New York State Department of Environmental Conservation.

SECTION III. RESPONSE

A. Notification and Activation (Internal and External Communications)

The policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are included in the Building-level Emergency Response Plan. Each plan outlines when school staff should contact emergency services using the 911 system.

In the event of an emergency, staff, scholars, and parents/guardians will be contacted in one or more of the following manners:

- | | |
|----------------|-----------------------|
| Telephone | Text Message |
| Intercom | Email |
| Verbal Message | Others as appropriate |

B. Situational Responses

Responding to Acts of Violence

Achievement First has established policies and procedures for responding to acts of violence by students, teachers, and other school personnel and visitors to the school, including threats by students against themselves, which may include threats of suicide. Each school's Building-level Emergency Response plan includes policies and procedures for responding to acts of violence by students, teachers, other school

personnel, and visitors to the school, including consideration of zero-tolerance policies for school violence. The Principal and/or Director of School Operations must be notified of the situation. The following procedure(s) could also be used by the district:

- Contact the Regional Superintendent.
- Responding school staff must try to safely de-escalate the situation whenever possible. For acts of violence in the classroom, if the classroom teacher or responding staff is unable to de-escalate the behavior, staff should seek assistance from other appropriate staff and resources including the Principal, DSO, and members of the school culture team.
- Where a student's behavior poses an imminent and substantial risk of serious injury to others or to themselves, and the situation cannot be safely addressed by school staff, school safety or security should be contacted.
- If the situation warrants, isolate the immediate area, and evacuate if appropriate.
- If necessary, initiate a lockdown procedure, and contact the appropriate law enforcement agency.
- Monitor the situation and adjust the school's response as needed, initiating early dismissal, sheltering or evacuation procedures.

Response to Implied or Direct Threats of Violence

The Building-level Emergency Response Plans include policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, and visitors to the school. The Principal and/or the Director of School Operations must be notified of the implied or direct threat. The following types of procedure(s) could also be used by the district:

- Determine level of threat with School Based Threat Assessment Team
- Take appropriate actions if there is imminent threat to student and staff.
- Contact Regional Director of Operations and Regional Superintendent.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, including the possible use of the Emergency Response Team.

Multi-Hazard Response

The District has developed multi-hazard response plans which are included in the Building-level Emergency Response Plan. Building-level Emergency Response Plan list the individuals of the Building Response Team, which are responsible for managing emergencies until first responders arrive on scene. The emergencies addressed in the plan include, but are not limited to:

- Intruder
- Hostage/Kidnapping
- Explosive/Bomb Threat
- Natural/Weather Related Hazardous Material
- Missing Scholars

For responding to bomb threats, intrusions and kidnappings following protocols are provided as examples:

- Identification of decision makers.
- Plans to safeguard students and staff using an Emergency Response Protocol.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures.

Schools will initiate an Emergency Response Protocol to respond to Multi-Hazards. The Emergency Protocol Includes:

- Hard/Soft Lockdown
- HOLD
- Shelter-In Place
- Evacuation

C. Obtaining Emergency Assistance from Local Government

Arrangements

The Building-level Emergency Response plans include guidance on obtaining assistance during emergencies from local emergency services and government agencies. The following examples are the types of arrangements that could be used by the district:

- Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response.
- Superintendent/Designee contacts the highest-ranking local government official for notification and/or assistance.

Procedures

The district will utilize procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for the implementation of Article 2-B of the Executive Law. The types of procedures for obtaining advice and assistance from local governments during countywide emergencies could include the following:

- Regional Director of Operations/Designee in an emergency will contact the emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The district has identified resources for an emergency from local agencies closest to each Achievement First building.

D. District Resources Available for Use in an Emergency

Each Building-level Emergency Response Plan identifies district resources, which may be available during an emergency, which could include the identification of resources, such as available facilities local law enforcement, and emergency management agencies to provide assistance in the case of an emergency. The District-wide School Safety Team under the leadership of the Associate Director of Safety will work closely with local partners to ensure district resources are available in the case of an emergency.

Procedures to Coordinate School District Resources and Staff During Emergencies

Each Building-level Emergency Response plan includes procedures to coordinate the use of school district resources and staff during emergencies, including the identification of the officials authorized to make decisions and the staff members assigned to provide assistance during emergencies

E. Protective Action Options

Each Building-level Emergency Response plan outlines the procedure for taking the following actions in response to an emergency where appropriate: school cancellation, early dismissal, evacuation, and sheltering.

SECTION IV. RECOVERY

A. District Support for Buildings

Building-level Emergency Response Plans provide resources for guiding the Post-Incident Response within each building. The Building Response team is required to debrief incidents afterward in a controlled environment in order to evaluate the strength of response procedures. The District Safety Team will assist schools coordinate recovery response with local, state, and federal agencies.

B. Disaster Mental Health Services

School leader teams will be advised by the District Special Services team (School Social Workers, Deans of School Culture, and School Nurses) who will assist in coordinating mental health resources post-disaster through the school, community resources, and neighboring Achievement First schools.