



Zeta Charter Schools - New York City

Emergency Response Plan

Pursuant to Commissioner's Regulation 155.17

Introduction

Providing students with a safe, stable and welcoming environment that enables learning at the highest levels is a key component of the mission of each Zeta Charter School (the "School"). The School maintains the highest standards to guarantee the continuity of a safe environment at all times. The School has made preparation for unforeseen emergencies that could compromise the continuity of school safety among its highest priorities. Schools may be at risk of acts of violence or natural or manmade disasters, and emergencies in schools must be addressed in an expeditious and effective manner.

Below is the process used by the School in developing this Emergency Response Plan.

Section I: General Considerations and Planning Guidelines

A. Purpose

The School's Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Trustees of Zeta Charter Schools - New York City, the Managing Director of School appointed a Building-level School Safety Team and charged it with the development and maintenance of the Building-level Emergency Response Plan.

B. Identification of School Teams

The School has developed three emergency teams:

1. Building-level School Safety Team

- Managing Director of School
- Academic Director
- Operations Director
- Operations Manager/Coordinator
- Community Alliance Manager/Coordinator
- Assigned Security Guard
- Local law enforcement officials (see Section II.A below)
- Local ambulance and other emergency response agencies (see Section II.A below)

2. Building-level School Emergency Response Team

- Managing Director of School
- Academic Director
- Operations Director
- Operations Manager/Coordinator
- Community Alliance Manager/Coordinator
- Local law enforcement officials (see Section II.A below)
- Representatives from local, regional, and/or State emergency response agencies (see Section II.A below)

3. Building-level Post-incident Response Team

- Managing Director of School
- Academic Director
- Operations Director
- Operations Manager/Coordinator
- Community Alliance Manager/Coordinator
- Medical Personnel (see Section II.A below)

The building level chain of command is:

1. Managing Director of School
2. Academic Director
3. Operations Director
4. Operations Manager/Coordinator
5. Community Alliance Manager/Coordinator

The roles of each team are as follows:

1. *School Safety Team.* Provides routine safety maintenance. Assists Emergency Response Team in emergencies and manages student/school personnel participation in drills. Provides answers and explanations of safety plan to all school personnel and students. Responsible for assisting teachers during drills and evacuations.
2. *School Emergency Response Team.* Acts during emergencies to quickly and safely guarantee maximum safety to student body, school personnel, and facilities. Assists Managing Director of School as a liaison between school and outside emergency officials. Responsible for reporting to the Managing Director of School.
3. *Post-incident Response Team.* Organizes resources necessary for providing post-incident treatment to both school facilities and student body. Promotes mental health assistance, increased security and post-incident analysis. Devises methods to prevent future incidents and improve response infrastructure.

Personnel and Security Guard Training

All school staff has receives training in school safety and conflict resolution through the school's professional development program and will receive additional training to deal

with conflicts among young children throughout the year. Staff members who are part of the School Emergency Response Team receive additional safety training, as described in Section II.B.

All security personnel hold a Security Guard license. As a Security Guard, each guard must complete an eight hour and a sixteen hour security officer's course. In addition, the Security Guards receive further training in the standard operating procedures for security in the building, developed by the security contractor in partnership with Zeta. The Security Guard contractor ensures that such training requirements have been met.

Procedures are also in place and have been practiced for calling 911 in case of any disruption or emergency. Anyone in the building is authorized to call 911 in an emergency, followed by a call to the Managing Director of School or his/her designees.

Collaboration With Law Enforcement and Community Organizations

The administration of the School and the school's assigned Security Guards have a good working relationship with the local NYPD Precinct. The school also has good working relationships with local emergency response agencies and medical personnel.

Collaboration With Local Government Officials

The School maintains regular contact with authorizers and other local government officials to ensure that school administration remains informed of all applicable laws and regulations and any changes that occur. For additional advice and information, school administration will contact relevant officials by dialing **311**. In the event of an emergency, if more immediate assistance is needed, the Managing Director of School or his/her designee will call **911** and provide specific information about the emergency.

C. Concept of Operations

1. The initial response to all emergencies at the School will be by the School Emergency Response Team.
2. Upon the activation of the School Emergency Response Team, the Managing Director of School of the School or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
3. Efforts may be supplemented by county and state resources through existing protocols.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this plan will be made available to the public at least 30 days prior to its adoption by the School. A public hearing will be held in the context of a parent meeting before the Plan's adoption, during which building personnel, staff, parents, and/or other interested parties will be welcome to

comment. The plan will be filed with the City Police Department within 30 days of its adoption in 2018.

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.

This plan will be reviewed periodically during the year and will be maintained by the Building-level School Safety Team. Required annual review will be completed on or before July 1.

Section II: Risk Reduction/Prevention and Intervention

In accordance with establishing procedures for reducing the risk of violence as well as implementing programs and activities for prevention of violence, and establishing clear descriptions of actions that will be taken in the event of a violent incident or other school emergency, the School has assigned team members and specific duties in the case of an emergency.

A. Designation of School Teams

Members of the Building-level School Safety Team, including the following members required by regulation:

1. School safety personnel.
 - Assigned Security Guard

2. Local law enforcement officials.
 - New York City Police Department Emergency **911**
 - Precinct Commanding Officer
 - Borough Commanding Officer
 - Local NYPD Precinct

3. Representatives of teacher, administrator, and parent organizations.
 - Two Teacher Representatives: To Be Selected Annually
 - Administrator Representative: Operations Director
 - Parent: To Be Elected (President of the School Parent Association)

4. Local ambulance and other emergency response agencies.
 - Local Fire Department **911**
 - Local Ambulance **911**

5. Other representatives the DOE or Chancellor in New York City deems appropriate.
 - Emergency Information Center (718) 935-3210
 - Division of School Facilities (718) 391-6466

6. Other school personnel.
 - Managing Director of School
 - Academic Director
 - Operations Director
 - Operations Manager/Coordinator
 - Community Alliance Manager/Coordinator

Members of the Building-level Emergency Response Team, including the following members required by regulation:

1. School Administration and Staff
 - Managing Director of School
 - Academic Director
 - Operations Director
 - Operations Manager/Coordinator
 - Community Alliance Manager/Coordinator
2. Local law enforcement officials.
 - Borough Commanding Officer
 - Local NYPD Precinct
3. Representatives from local, regional, and/or State emergency response agencies.
 - Emergency Information Center (718) 935-3210

Members of the Building-level Post-incident Response Team will include the following members:

1. School Administration and Staff
 - Managing Director of School
 - Academic Director
 - Operations Director
 - Operations Manager/Coordinator
 - Community Alliance Manager/Coordinator
2. Medical Personnel
 - School Nurse (To Be Assigned)
 - Local Paramedics/Ambulance Assistance
 - CPR Certified Administrator
3. Automated External Defibrillator Certified Administrator.
 - a. **CPR/AED Training**
 - Trained personnel should have work schedules that ensure constant coverage when school building is open.
 - The School ensures that at least six school personnel are trained.

- Training is provided through the DOE's preferred vendor or by another qualified provider.
- Training certification will include successful performance of use of the AED, CPR for adults, children, and infants, and choking procedures for adults, children, and infants.
- Acceptable certification must be provided by an agency approved by New York State.

b. Contact Person

- The Managing Director of School will designate a contact person to coordinate all AED activities at the school.
- The AED contact must have a work email address that he or she checks daily and responds to.

c. Equipment Placement and Maintenance. The School's building has functional AED mounted in the lobby of the school's main entrance near the school safety post, where it is clearly visible and accessible to the public. The AED is not mounted in a room that is not generally accessible – under no circumstances will a cabinet be mounted, or a school unit stored, in a room with a door that has a lock.

4. Mental Health Counselor

- a. The School will hire a contracted mental health counselor on an as-needed basis.

B. Prevention/Intervention Strategies

School Environment

Accomplishing the School's mission requires maintaining a safe and positive learning environment for teachers and students. A safe learning environment is at the very core of the School's school culture. Teachers are trained in school safety and conflict resolution through professional development programs. The School teachers model appropriate behavior and teach character and values as part of daily instruction during our school day (7:20 a.m. – 3:45 p.m.). The school community plays no small part in maintaining a safe and positive learning environment, with active participation in school-wide events and participation in the Parent Association. The school ensures that any incidents that may endanger school safety are dealt with effectively and expediently. This includes any threat, implied or direct.

The School defines a threat as any person or situation that may endanger students, teachers, staff, or any member of the school community, either directly or indirectly.

Communication With Students and Parents

During each school day, and as part of the School's social-emotional and wellness curriculum, students are given an opportunity to express their thoughts and concerns. Positive community relationships are forged through required parent involvement in curricular and extracurricular events and activities. Parents are also given outlets to voice

their thoughts and concerns through the Parent Association and through parent surveys distributed during the year.

Awareness and Early Detection of Potentially Violent Behaviors

The School staff is trained to detect potentially violent behaviors during regular staff professional development days. Information related to detection is disseminated to families at regular Parent Association meetings. Clear expectations and information are provided to all students throughout the school year.

Building Personnel Training and Drills

Training will be provided to all personnel acting in a school security capacity in the building. This training will include:

1. AED/CPR training for designated personnel
2. Emergency response training
3. Use of Emergency technology and communication tools
4. Building tour of exits/potential emergency spaces/location of first-aid tools.

At the beginning of each school year, the School Operations Director or his/her designee and/or the Managing Director of School or his/her designee will contact the School Safety Division of the New York City Police Department to schedule a tabletop exercise meeting. This meeting shall include the use of a tabletop simulation or other meeting to determine appropriate coordinated response to likely scenarios outlined in other parts of this plan, as required by law.

The School will conduct regular safety drills as required by law and described in Section III.D. Following the first fire drill of the school year, the School Operations Director or his/her designee and the Managing Director of School or his/her designee will meet with school security personnel, building staff, and other members of the emergency response team to evaluate the effectiveness of response to the drill. The council will discuss the execution of the previous drills, including the response time, effectiveness of response to novel situations (such as blocked exits), and the level of communication between students, staff, and personnel managing the drill. The council will also create recommendations, as necessary, to improve the execution of future drills or evacuations.

Section III: Response

To best aid both school personnel and law enforcement officials with how to proceed in the event of an emergency, the School has assigned key school personnel specific responsibilities to guarantee the continuity of operations during an emergency as well as guidelines for specific emergencies and hazards, evacuation procedures, and crime scene security.

A. Assignment of Responsibilities

Chain of Command:

1. Managing Director of School
2. Academic Director
3. Operations Director
4. Operations Manager/Coordinator
5. Community Alliance Manager/Coordinator

B. Continuity of Operations

In the event of an emergency, the Managing Director of School or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of a local emergency response agency.

After relinquishing command, the Managing Director of School or his/her designee may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

The school has established a chain of command to ensure continuity of operations. The building level chain of command is:

1. Managing Director of School
2. Academic Director
3. Operations Director
4. Operations Manager/Coordinator
5. Community Alliance Manager/Coordinator

C. Notification and Activation

During an emergency Internal and External communication systems will be used in the following ways:

1. Telephone Bull horns will be used to communicate with large groups of students in the event of an emergency or disaster.
2. The report of an incident or a hazard's development will be reported to the Managing Director of School or his/her designee as soon as possible following its detection.
3. In the event of an emergency, the Managing Director of School or his/her designee will notify all building occupants to take the appropriate protective action.
4. In the event of a violent incident or any other emergency-related early dismissal, the Managing Director of School or his/her designee will contact parents/guardians or persons in parental relation to the students. Parents will be contacted via recorded phone message, mass text message, mass e-mail, or

post on the school's website. Additionally, master lists of parent contacts and emergency contacts are kept in the Main Office and in each of the classrooms.

Section IV: Recovery

The School will maintain the coordination of Building-level School Safety Plans with the statewide plan for disaster mental health services to assure that schools have access to federal, state and local mental health resources in the event of a violent incident.

The Building-level Emergency Response Plan will be coordinated with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident.

The building's Post-incident Response Team has developed the following procedures and services for dealing with post-incident response, in each case as needed:

Short-term actions:

1. Mental health counseling (students and staff)
2. Building security
3. Facility restoration
4. Post-incident response critique
5. Immediate assessment of the school's vulnerabilities preceding the incident.

Long-term actions:

1. Mental health counseling (monitor for post-traumatic stress behavior)
2. Increase Building security personnel
3. Mitigation (to reduce the likelihood of occurrence and impact if it does occur again)
4. Evaluation of improvements to potential vulnerabilities.