



## **Capital Preparatory Harlem Charter School District-Wide School Safety Plan**

### **Introduction**

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

The Plan was developed by the School Safety Team through a series of meetings attended by constituencies outlined above, following Safety Plan guidelines distributed by NYSED. The Safety Team 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.

### **District Emergency Support Team**

Capital Preparatory Harlem Charter School Safety Team is comprised of, but not limited to, representatives from the Board of Directors, Administration, Parents, Faculty, Building Management personnel, and other school personnel.

This district-wide school safety plan was approved by the Board of Directors on November 8, 2021 and is available on the school's website in alignment with required timelines (within 30 days of adoption). The District-Wide School Safety Team, also approved annually by the Board of Directors, conducted annual review and updates to



the district-wide school safety plan in August and September of 2021. By October 1st of each school year, written information is provided to students and staff about emergency procedures.

### **Building Emergency Response Team**

The initial response to all emergencies at Capital Preparatory Harlem Charter School will be by the Core School Safety Team. Upon activation of the Core School Safety Team, 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 School Safety Team will also serve as the Emergency Response Team and Post Incident Response Team.

The chain of command at Capital Preparatory Harlem Charter School in the case of emergencies is as follows:

1. \*Principal
2. Assistant Superintendent for School Leadership (NY)
3. \*Director of Operations

### **School Security**

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.

In addition, the Security Guards have received further training in observing behaviors, assessing situations to prevent, identify and respond to any given situation. Capital Preparatory Harlem Charter School or the Security Guard contractor ensures that such training requirements have been met. The Security Guards and other staff who cover the front entrance have received training in maintenance of sign-in logs and in requiring all visitors to show ID and to sign in. Security staff then keep note of when visitors depart. Procedures are in place and practiced for notifying administration and staff of visitors and for not permitting visitors to pass the security desk without notice. If there is a situation where an adult cannot be secured at the security desk, 911 will be called.



## **Prevention & Intervention Strategies**

Capital Preparatory Harlem Charter School 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.

### **School Safety Training**

In preparation for planning and executing drills, the Core Safety 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 details 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.

### **Emergency Drills**

The Safety Team will conduct 'table top' 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 star

### **Contacting Law Enforcement**

Capital Preparatory Harlem Charter School has established policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. In the event of a safety issue which requires a response from the police, staff will contact the local precinct. School staff may also reach out to the security guard.

### **Contacting Families**

Capital Preparatory Harlem Charter School has established policies and procedures for contacting parents or guardians in the event of a violent incident and policies and procedures for contacting parents and guardians in the event of an implied or direct threat of violence by such student against themselves, including suicide.

When a student engages in behavior that poses a substantial risk of serious injury to the student or others, the Principal or their designee will be notified of the situation and will attempt to reach the parent. In the event of a violent incident or any other emergency related early dismissal, the Principal or their designee will contact parents or guardians. Parents may be contacted via recorded phone messages, mass text messages, or mass email.

### **Acts of Violence**

Capital Preparatory Harlem Charter School has established policies 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
- Instructional Coach, in consultation with the Principal, 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

### **Bomb Threat**

Capital Preparatory Harlem Charter School has established the following protocols for responding to bomb threat. If a suspicious package is observed or a bomb threat is received by telephone or other means, the following steps should be taken

- If a suspicious package is observed. DO NOT TOUCH.
- Principal implements Evacuate procedure. The Operations Manager or Office Manager will alert Floor Captains in person to evacuate the building. All communication is done in person.
- Principal/Director of Operations will contact local police.
- Inform Building Management
- School Safety Team secures all exits.
- Teachers will escort students from class to designated location and report any injuries, problems, missing students to the Director of Operations.
- All students and staff are instructed not to use cell phones or electronic devices.
- Principal will announce “All Clear” once everyone has been cleared.

### **Intruder**

Capital Preparatory Harlem Charter School has established protocols for visitors as noted in the School Building Security section. If an intruder is discovered in the building, the following steps will be taken immediately:

- Students move out of sight and maintain silence.
- Teachers lock classroom doors (and move students away from window as required)
- Principal/Director of Operations contact local police and Building Management
- Once “All Clear” has been determined by Floor Captains & Teachers “The Lockdown has been lifted” is announced over the Intercom System.



## **Hostage**

Capital Preparatory Harlem Charter School has established the following protocols for responding to a hostage situation:

- The first person aware of the situation will immediately notify the Director of Operations or the Principal and he/she will notify the police and Building Management.
- The Director of Operations will notify the administrators of the other schools on campus as well as the Principal. No response will be given to media until deemed necessary.
- The school will go on hard Lock down as necessary.
- The Principal and DOO will turn over authority to the police upon their arrival and assist as requested

## **Kidnapping**

Capital Preparatory Harlem Charter School has established the following protocols for responding to a kidnapping situation:

- Standard Operating Procedure requires that a Staff member always check Emergency Contact Card to ensure that a legal guardian is taking the student from the school building.
- Notify security agent and appropriate school leader of suspected kidnapping;
- Inform Building Management
- Contact parent/guardian to ensure that student is not, knowingly, with relatives or friends;
- Confirm attendance information for the student reported kidnapped;
- Director of Operations must call NYPD Community Affairs with any information

## **Dissemination of Informative Materials**

Capital Preparatory Harlem Charter School staff are trained to detect potentially violent behaviors during regular staff professional development days. Clear expectations and information are provided to all students throughout the school year.