

# SAFETY (SAVE) PLAN 2018-2019



**Nicotra Early College Charter School  
Hampton Inn**

# SAFETY (SAVE) PLAN 2018-2019

## Safety Response Team

The Integration Charter Schools Safety Response Team is comprised of, but not limited to, representatives from the BRT (Building Response Team), Board of Directors, Administration, Parents, Students, Faculty, School safety personnel, and other school personnel as follows:

### 1. The Nicotra Early College Charter School

Title	Name	Role
Principal	Joseph Zaza	Stationed at Command Center/Chief Emergency Officer
VP of Operations/Director of Operations	Dana Volini/Susan Varvara	Head of the BRT
VP of Student Integration and Staff Career Development	Theresa Peterford	Special Needs Coordinator
Security Officer	Joe Avitto/Mike Piazza	Incident Assessor/Emergency Officer
Receptionist	Tracey Rodriguez	Assembly Point Coordinator
Principal Assistant	Dhuarta Rexha	Recorder
Director of Communication	Erin Celletti	Staff Liaison
Teacher	Elizabeth Roman	Parent Representative
Teacher	Stephanie Ciccone	School Safety Team Member
Property Manager	Billy Lynch	Building Super

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## **C. Concept of Operations**

The initial response to all emergencies at Integration Charter Schools will be by the BRT. 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 city 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.

## **D. Access to Floor Plans**

A set of floor plans and a diagram indicating School Evaluation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of the School Safety Planning process. Every member of the BRT will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official School Safety Binder (maintained by the Safety Director, and kept in the Safety Office).

## **E. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this Plan will be made available for public comment at least 30 days prior to its adoption. We will include representatives of all key School constituents and interested parties in the development and review of this plan, including a review at our first Parent Teacher Organization. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted and the Plan approved.

Certain sections of our Safety Plan with response action detail and private contact information will remain confidential and shall not be subject under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801 –a. Full copies of the Building-Level Emergency Response Plan will be supplied to Police within 30 days of adoption. This Plan will be reviewed periodically during the year and will be maintained by the Core School Safety Team. The Plan will be reviewed and approved each year by September 30<sup>th</sup>.

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## SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES

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### A. Prevention/Intervention Strategies

ICS 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, Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency Contact Information.

#### *Building Personnel Training*

- In preparation for planning and executing drills, the Safety Team will review information/guidance on the NYSED and the 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 detail 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.
- At least one Safety Team member will attend school safety training offered by the NYC DOE and share learning with the entire BRT.
- At least two members of the Safety Team will take CPR and AED training.
- All ICS staff members will take Violence Intervention training.

#### *Drills/ Exercises/ Student Training*

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- 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 start.
- The tentative schedule for School Safety Drills is:

## 1. Nicotra Early College Charter School

Date(s)	Drill Type
8/13, 9/13, 9/25, 10/2, 10/4, 10/11, 10/15, 10/17, 10/25, 01/29, 04/4, 05/7, 06/13	Fire Drills
10/23, 11/29, 1/9, 3/5	Lock Down Drill

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## *Implementation of School Safety Policies and Protocols*

School Safety/Security roles at Integration Charter Schools are expected to be as follows:

- School Safety/Security:
  - At the start and end of the school day there will be a security guard at the front door and/or on street.
  - During the school day, 1 security guard will be located in the Corporate Commons 1 building, 1 located in the Corporate Commons 2 building and 1 at the Annex site.
- Hall monitors: Faculty and Administration will monitor hallways before and after school, and during class change times.

Other School Safety protocols include:

- Only the main entrance door of the school will be open at the start of the day and during dismissal. It will be monitored by staff during those times.
  - All school visitors will be required to show identification upon entering the school building, and to wear a school name tag while in the school. As appropriate, visitors will be escorted to classrooms.
  - The School will have several security cameras located around the buildings.
  - The High School students will have Student ID cards.
  - There will be a security audit conducted within the first 2 months of the school year.
- The Principal, Security Officers, Team Leaders, Guidance Counselor, Nurse and Head of the BRT will be provided with walkie-talkies/Cellphones to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

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## Section III: Response

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### **A. Assignment of Responsibilities**

The chain of command at Integration Charter Schools in the case of emergencies is as follows:

1. Principal – Joseph Zaza
2. VP of Operations- Dana Volini
3. Director of Security- Jeremy Zilinski

### **B. Continuation of Operations**

- A relinquishing command, the Head of School or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will follow the Chain of Command outlined above to ensure continuity of operations.

### **C. Notification and Activation (Internal and External Communications)**

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- Cell Phones of BRT and staff
- Walkie- Talkies (supplied to School Safety Team members)
- Bull Horns
- Air Horns
- Email
- Robocalls

Standard notification protocol will be for:

- Notification of an incident or hazard development to Head of School as soon as possible following its detection
- In the event of an emergency, Head of School will notify all building occupants to take appropriate protective action

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Also, upon the occurrence of a violent incident, the VP of Operations will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School “Emergency/ Safety” Bag in the Main Office. The VP of Operations will also have a soft copy of this document on file, and a hard copy in their office.

In the event of disaster or violent act, as necessary the VP of Operations will also notify the president and Board of Directors via phone/email, and all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.

As necessary, the School will notify parents of a violent incident or early dismissal through use of the One Call System and/or email/and/or an Advisory phone chain (faculty member calls all parents within their Advisory). Parent contact information will be maintained on Student Emergency Contact forms. The One Call System will also be maintained with current family/parent/guardian contact information.

Note- families will be instructed on the website as to where to find updated information and contact numbers for the school in the event of any emergency situation.

## **D. Situational responses**

Plans are in place, and detailed in the appended, separate Building Level Response Plan document, for:

- Multi- Hazard Response
- Fire
- Intruder in the Building
- Medical Emergency
- Threat of Violence (by student, staff, visitor, other)
- Explosive/ Bomb Threat
- Hostage/ Kidnapping
- Civil Disturbance
- School Bus Accident
- Gas Leak
- Hazardous Material
- Biological Threat
- Radiological Threat
- Epidemic

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## E. Response of Acts of Violence

The below plan is 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
- Head of School, in consultation with the VP of Operations and Director of Security, 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

### Protective Action Options

Situation	Plan
School Cancellation	Monitor situation that may warrant school cancellation (Principal) Make cancellation determination Inform Families/Students Inform Staff Inform Board As necessary, inform other parties (transportation, deliveries)
Early Dismissal	Monitor situation that may warrant early dismissal (Principal) Make early dismissal determination Agree time to send early dismissal signal (intercom) Contact Transportation providers and make required arrangements Inform Families/Students

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	<p>Inform Staff</p> <p>Retain appropriate school personal on site until all students have been returned home/picked up</p>
Evacuation (before, during and after school hours)	<p>Determine level of threat</p> <p>Contact Transportation providers and provisionally make required arrangement</p> <p>Clear all evacuation routes and sites</p> <p>Evacuate staff and students to pre-arranged evacuation sites</p> <p>Account for all students and staff populations. Report any missing persons to Principal/Staff Liaison</p> <p>Make determination regarding early dismissal</p> <p>If dismiss early, contact families/transportation providers for pick up</p> <p>Ensure adult/continued school supervision/security</p> <p>Retain appropriate school personnel on site until all students have been returned home/picked up</p>
Movement to Sheltering Sites	<p>Determine level of threat</p> <p>Confirm sheltering location, depending on nature of incident</p> <p>Evacuate staff and students to pre-arranged sheltering site</p> <p>Account for all students and staff populations. Report any missing persons to Principal/Staff Liaison</p> <p>Make determination regarding early dismissal</p> <p>If dismiss early, contact families/transportation providers for pick up</p> <p>Ensure adult/continued school supervision/security</p> <p>Retain appropriate school personnel on site until all students have been returned home/picked up</p>

All of the above will be done in cooperation with local emergency responders.

***For all situations:***

- Parents – the head of school will determine if and when parents need to be informed, and will coordinate the informing. This will be done in consultation with the senior admin team.
- Media – the head of school will determine if and when the media needs to be informed, and will do the informing. This will be done in consultation with the board.

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- The school safety team will convene within 48 hours of an event to conduct a situation debrief/post mortem. The debrief process will include soliciting input from other school constituencies as follows: principal asks for feedback from faculty and students (as appropriate). The results of this debrief will inform future plan updates.

## *Arrangements for Obtaining Emergency Assistance from Local Government*

As necessary, the head of school will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the school emergency/safety plan bag. Soft and hard copies of this contact information will be maintained by the head of school and director of operations in their offices.

A record will be maintained of all local government emergency assistance requests and responses.

## *Procedures for Obtaining Advice and Assistance from Local Government Officials*

As necessary, the head of school will request advice and assistance from local government officials (borough and city) . Contact names and numbers for all relevant local government officials and agencies will be maintained in the school emergency/safety plan binder. Soft and hard copies of this contact information will be maintained by the head of school and director of operations in their offices.

## *School (District) Resources Available for Use in an Emergency*

The following school resources are available in case of an emergency:

- Emergency Bag (cell phone, flashlight, batteries, First Aid Kit, etc.)
- AED (brought by nurse)

## *Procedures to Coordinate the Use of School District Resources and Manpower During Emergencies*

### *F. Security of Crime Scene*

The head of school or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.

No item cleaned shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency.

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Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

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## Section IV: Recovery

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Integration Charter schools recovery (post incident responses) will include, but is not limited to:

Short term:

- Mental health counseling for staff and students
- Building security
- Facility restoration
- Post incident critique

Long term:

- Mental health counseling for staff and students
- Building security
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

After the recovery stage of any incident, the Integration Charter Schools safety team will conduct an internal meeting that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the safety plan will be made as appropriate.

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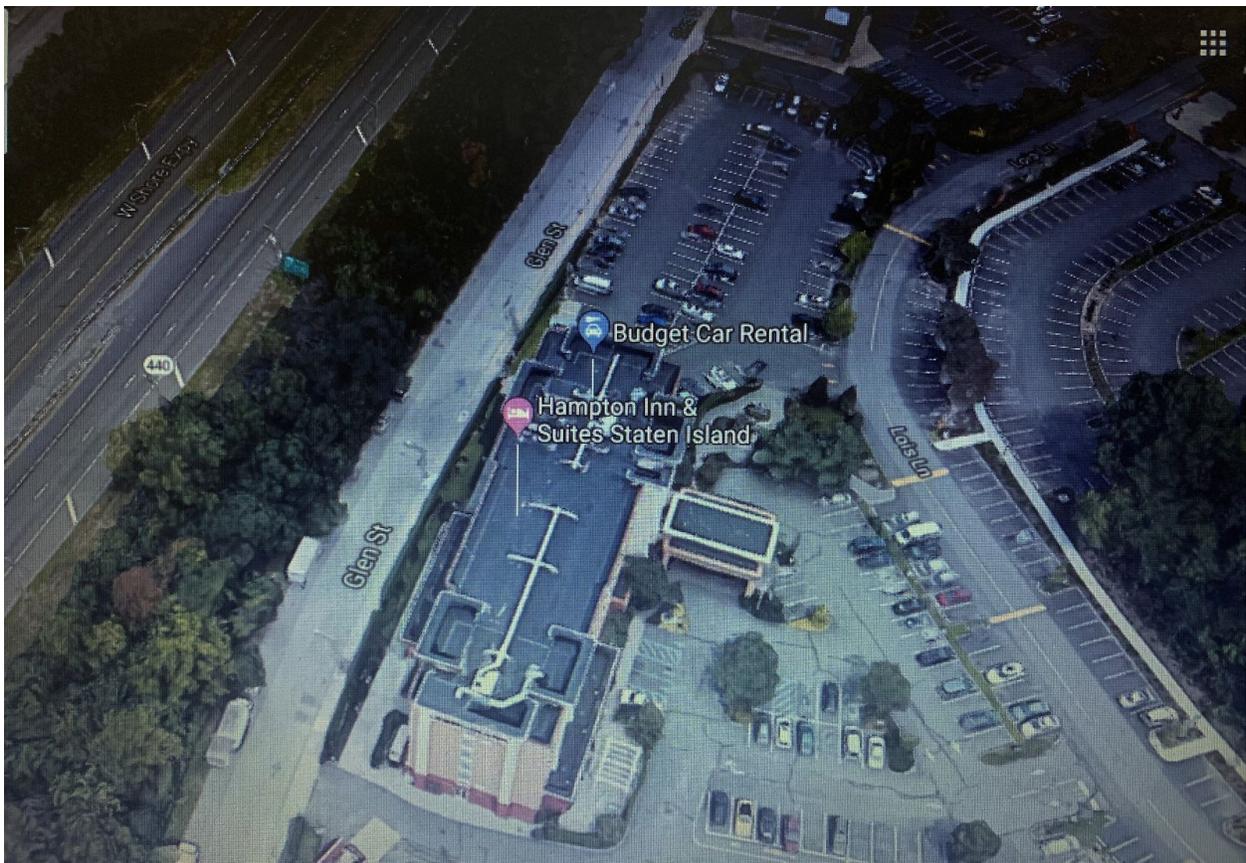
## Appendices

**Appendix 1: School Buildings covered by this District-Wide/ Building-Level School Safety (SAVE) Plan.**

<b>School # 1 Name</b>	<b>Integration Charter Schools</b>
<b>Address</b>	<b>1 Teleport Drive, 2 Teleport Drive, Teleport Drive Annex, Staten Island NY 10311</b>
<b>Contact Name</b>	<b>Dana Volini</b>
<b>Contact Title</b>	<b>VP of Operations</b>
<b>Contact Phone #</b>	<b>347-855-2238</b>
<b>Contact Email</b>	<b><a href="mailto:dvolini@integrationcharterschools.org">dvolini@integrationcharterschools.org</a></b>

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## Appendix 2: School Map



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**Appendix 3:** School organization chart, including indication of BRT members and the School Chain of Command

## 2018-2019 staff organization

STUDENT SUPPORT SERVICES - Room 344

Jeannette Baldassano – Psychologist  
Diane DiSalvo – Director of Counseling  
Carol Torres – Social Worker  
Theresa Peterford – Vice President of Special Education  
Kelly McNamara – College Advisor

### School Building Safety Team

(See page 1 )

### Emergency Chain of Command

Principal – Joseph Zaza  
VP of Operations - Dana Volini  
Director of Security- Jeremy Zilinski

**Appendix 4:** Local emergency resources contact list:

Billy Lynch: Building Manager: 718-477-2100 x-260  
MTA: 646-252-2542 or 347-694-2542  
OPT: 718-482-3868

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## **Part Two – Building Level Plan Detail (CONFIDENTIAL)**

(To be appended to District Level/Building Level Safety Plan, but NOT distributed to the public)

### **SAFETY RELATED PERSONS' CONTACT INFORMATION**

<b>Role</b>	<b>Name</b>	<b>Work Phone</b>	<b>Cell Phone/ Beeper</b>
Vice President of Special Education	Theresa Peterford	347-855-2238	347-252-7964
Assembly Point Person	Michele Ciechalski	347-855-2238	917-846-4445
Incident Assessor	Joseph Avitto	347-855-2238	718-556-0484
Head of the BRT/VP of Ops	Dana Volini	347-855-2238	347-242-0233
Staff Liaison	Erin Celletti	347-855-2238	732-740-5600
Principal of Nicotra Charter School	Joseph Zaza	347-855-2238	347-424-6857
Principal of Lavelle Preparatory	Christopher Zilinski	347-855-2238	718-873-4830
Principal of New Ventures	Ryan Melis	347-855-2238	732-803-6425
Principal of Elementary	Anthony Faiella	347-855-2238	347-929-8100
Director of Security	Jeremy Zilinski	347-855-2238	917-682-8725

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## III. SITUATIONAL RESPONSE DETAIL

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### Multi-Hazard Response

Emergency Situation	Response
Fire	<p>Sound fire alarm</p> <p>Teacher grabs emergency folder in room. Teacher escort current class to agreed meeting location (see diagram below) Students stay with teachers. Teachers check all students are out of the room and closes door</p> <p>All safety responders take walkie-talkies</p> <p>Pick up Emergency Bag</p> <p>Receptionist and Principal ensures building is empty</p> <p>Meet at designated spot</p> <p>Principal confirms All Clear</p> <p>Return to school</p>
Shelter In (Dangerous situation outside building)	<p>Principal confirms announcement over intercom</p> <p>Announcement made “This is a Shelter in”</p> <p>The BRT will take positions</p> <p>All activity continues as normal</p> <p>The Principal contacts local police, etc.</p> <p>Once clear, over intercom announce (“This is an administrative announcement, the shelter-in has been lifted”)</p>
Intruder in Building (soft lock down)	<p>Over intercom, Principal/designee announces “This is a soft-lock down. Take appropriate actions”</p> <p>Teachers will scan hallway and pull staff or students into classroom.</p>

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	<p>Teachers will lock classroom doors (and move students away from window), remind everyone to be silent and close lights and blinds.          Head of School security....contact local police, etc.          BRT will scan building and assess situation          Once clear, over intercom announce (“This is an administrative announcement, the lock down has been lifted”)</p>
Medical Emergency	<p>Nurse is informed          Principal is informed          Police, Fire or Ambulance will be contacted by Director of Security          Front gate is notified by the Director of Security to allow emergency first responders through security</p>
Threat of Violence/Intruder in the Building (hard lock down)	<p>Over intercom, Principal/designee announces “This is a hard-lock down. Take appropriate actions”          Teachers will scan hallway and pull staff or students into classroom.          Teachers will lock classroom doors (and move students away from window), remind everyone to be silent and close lights and blinds.          Head of School security contacts local police, etc.            Once clear, over intercom announce (“This is an administrative announcement, the lock down has been lifted”)</p>
Explosive/ Bomb Threat / Gas Leak	<p>Announcement is made “All persons evacuate immediately”          Teacher escort current class to agreed meeting location, closes door once all persons have evacuated          Students stay with teachers          All safety responders take walkie-talkies          Pick up Emergency Bag          Meet at designated spot          First Responders confirm all clear          Principal announces All Clear            Return to school</p>
Hostage/ Kidnapping	<p>Over intercom, Principal announce All Rooms Locked Down          Teachers lock classroom doors          Principal/Head of School security....contact local police, etc.            Once clear, over intercom announce (“This is an administrative announcement, the lock down has been lifted”)</p>
Civil Disturbance	<p>Over intercom, Principal announce All Rooms Locked Down          Teachers lock classroom doors</p>

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	Principal/Head of School security...contact local police, etc.  Once clear, over intercom announce (“This is an administrative announcement, the lock down has been lifted”)
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Ensure Multi-Hazard Response include: identification of decision maker, plans to safeguard students and staff, procedures to provide transportation as necessary.

## *Responses to Implied or Direct Threats of Acts of Violence*

All of the below plans are in keeping with the School’s Zero Tolerance Policy for School Violence

Source of Threat	Plan
Student	<ul style="list-style-type: none"> <li>● Implement de-escalation procedures (remove student from situation, have Team Leader/Administration discuss incident and causes for incident with student)</li> <li>● Determine level of threat (Critical, High, Medium, Low)</li> <li>● Inform Principal</li> <li>● As necessary, contact parent/guardian, police and/or hospital</li> <li>● As necessary, inform staff</li> <li>● Monitor situation to ensure resolved</li> <li>● If necessary, implement Emergency Response Plan</li> </ul>
Staff / Other Personnel	<ul style="list-style-type: none"> <li>● Implement de-escalation procedures (remove staff from situation, have Administration discuss incident and causes for incident with staff)</li> <li>● Determine level of threat (Critical, High, Medium, Low)</li> <li>● Inform Principal</li> <li>● As necessary, refer to Staff Handbook for discipline action</li> <li>● If necessary, implement Emergency Response Plan</li> </ul>
Visitor	<ul style="list-style-type: none"> <li>● Isolate and Contain Visitor</li> <li>● Determine level of threat (Critical, High, Medium, Low)</li> <li>● Inform Principal</li> <li>● If necessary, implement Emergency Response Plan</li> </ul>

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The school will also provide violence de-escalation and early warning sign identification training to all staff within the first month of school.

## *Summary of Situations and Associated Communication Phrases*

Emergency Situation	Communication Code Phrases
Intruder – Is In The Building	All Rooms Lock Down
Intruder – Alert Is Over	This is an administrative announcement. The lock down has been lifted
Bomb Threat	All Persons Evacuate Immediately
Civil Unrest	All Rooms Lock Down

## *Maintenance of Vital Education Agency Information*

A. An updated School Staff contact list (with cell phone numbers) will be maintained by the Office Manager and placed within the School “Emergency/Safety Bag”. This bag will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, local officials), Emergency Contact Information for all school staff. Also in the bag will be a ‘Student Emergency Contact Binder’ with Emergency Contact sheets for each student. The bag will be located under the principal’s desk in the main office and the safety team will be aware of protocols for retrieving the bag.

## B. Hazard Identification

Through a walk-through and in consultation with local police and School Security staff, as a part of developing the School Safety plan, the BRT identified the following potential emergency sites and situations:

Potential Emergency Site	Related Potential Emergency Situations
School Building- particularly in stairwells, by lockers, social hub and bridge	Student confrontation

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Buses	Student confrontation
Off-site Field Trips	Student confrontation