CSA Safety Plan

CSA provides students with a safe, stable and welcoming environment by preparing for unforeseen emergencies that could compromise safety. CSA can address emergencies in an expeditious and effective manner.

This safety plan was prepared by CSA’s Safety Team, which includes:

- Elisa Murphy, Head of School
- Nadir Romo, Managing Director of Operations
- Randall Iserman, Board Chair

This team reviewed and updated CSA’s Safety Plan in July 2021.

Implied or Direct Threats of Violence

CSA has established policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves, which include suicide.

All threats of violence are taken seriously at CSA. Threats of violence from children will be reported to the parent, police and/or ACS based on the situation and appropriateness as determined by the Head of School. The Head of School will take appropriate follow up actions as needed. Threats of violence from adults will be reported to the police.

All threats of suicide are considered serious. In emergency situations, 911 is called. Appointed staff must follow up with the person that heard or learned of the threat and gather details. A member of the School Leadership Team should notify the Head of School, the school psychologist for risk assessment, and the parents or guardians of the student. School staff will encourage parents to call 911 (if the school has not already called 911) or to take the student to the ER for risk assessment. School staff will provide parents with mental health resources including referrals and mental health contact numbers. A link to mental health resources for educators compiled by the New York State Education Department is here.

Acts of Violence

CSA has established policies and procedures for responding to acts of violence by students, teachers, other school personnel as well as visitors to the school.

When a student engages in behavior that poses a substantial risk of serious injury to the student or others, CSA must determine the appropriate way to manage the behavior and consider
whether the situation can be safely de-escalated by school staff as set forth below. In such situations, the following procedures must be followed:

1. The Head of School/designee must be notified of the situation and must attempt to reach the parent.
2. Every effort must be made by responding school staff to safely de-escalate the behavior where possible using strategies and interventions for addressing behavioral crises.
3. If the classroom teacher or the responding staff member is unable to de-escalate the behavior, the teacher/staff member should seek assistance from the Dean, and/or other appropriate staff and resources including the Head of School and Assistant Head of School, or a member of the Safety Response Team.
4. Where a student’s behavior poses an imminent and substantial risk of serious injury to himself or others and the situation cannot be safely addressed by school staff or the support services set forth above, the Head of School must call 911. In such situations where it is not practicable to contact the Head of School, the responding staff member must call 911 and immediately thereafter notify the Head of School.

Prevention and Intervention Strategies

CSA has established appropriate prevention and intervention strategies. The administration of CSA and the school’s assigned security guards work on having a good working relationship with the NYPD’s local precinct. The school also has good working relationships with local emergency response agencies and medical personnel. Building personnel, including emergency response teams and safety officers, receive training, including de-escalation training, fire safety training, use of emergency technology and communication tools, and AED/CPR training for designated personnel. Safety officers and staff are apprised of the location of first aid kits, exits and other designated emergency spaces.

Accomplishing CSA’s mission requires maintaining a safe and positive learning environment for teachers and students. A safe learning environment is at the very core of CSA’s school culture. Teachers are trained in school safety and conflict mediation through professional development programs. CSA teachers model appropriate behavior and teach character and values as part of daily instruction during our extended school day. CSA responds to any incidents that may endanger school safety effectively and expediently. This includes any threat, implied or direct.

Contacting Appropriate Law Enforcement Officials

CSA 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 are directed to escalate within the local precinct. A member of the Safety Team will reach out to the Commanding Officer of the local precinct in times of emergencies or particularly egregious situations. School staff may reach out to the following persons in the local
precinct: the Community Affairs Officers, a Youth Officer, or the School Sergeant who oversees the unit of Youth Officers.

**Contacting Parents and Guardians**

CSA has established policies and procedures for contacting parents, guardians or persons in parental relation to the students in the event of a violent incident. CSA also has policies and procedures for contacting parents, guardians or persons in parental relation to an individual student 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 Head of School/designee must be notified of the situation and must attempt to reach the parent. In the event of a violent incident or any other emergency-related early dismissal, the Head of School or 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 email, or bulletin board 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.

**School Building Security**

CSA has established policies and procedures relating to school building security, including where appropriate the use of school safety officers and/or security devices or procedures, the duties of other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity.

All security personnel must be registered with New York State as security officers. As a Security Guard (also referred to as a School Safety Agent), each guard must complete an eight-hour and a sixteen-hour security officer’s course. In addition, the Security Guards have received further training in observing behaviors, assessing situations to prevent, identify and respond to any given situation. 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 and sign-out logs and in requiring all visitors to show ID and to sign in and sign out. 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 and without a confirmed appointment. If there is a situation where an adult cannot be secured at the security desk, 911 will be called.

**Dissemination of Information**
CSA staff is trained to detect potentially violent behaviors during regular staff professional development days. Information related to detection is disseminated to families during the enrollment process, and also at regular Families Association meetings. Clear expectations and information are provided to all students throughout the school year.

Annual School Safety Training

CSA has established policies and procedures for annual school safety training for staff and students. This training includes annual training on the emergency response plan, including components on violence prevention and mental health. Further, new employees hired after the start of the school year shall receive training within thirty days of such hire or as part of CSA’s existing new hire training program, whichever is sooner.

Bomb Threats

CSA has established the following protocols for responding to bomb threats:

1. If a suspicious package is observed. DO NOT TOUCH.
2. Notification to Head of School or her designee, Building Management, Security Guard and the NYPD.
3. PA system or Fire Drill Bell Notification, to staff alerting them of the situation.
4. Decision to evacuate to be made by the Head of School in consultation with the NYPD.
5. No transmissions to 911 via radio (walkie talkie) or Cell/Mobile Telephone. All notifications must be made by regular landlines.
6. Identify location, number and extent of injured. If possible retrieve the identity of victims with home contact numbers and make notification as necessary.
7. If the building cannot be re-entered, evacuated students and staff are to be sent to designated evacuation with attendance information as prescribed in the School Safety Plan.
8. Floor /Fire Wardens as per the School Safety Plan should assist in the evacuation.
9. School Safety team members will secure the area affected.
10. No one is to re-enter the building/affected area without authorization from the appropriate agency.
11. If building cannot be re-entered the Head of School or her designee will contact parents/guardians via recorded call, mass text message, and/or mass email to arrange for early pick-up times for students needing to go home.

Intruders

CSA has established the following protocols for responding to intruders:
If an intruder is discovered in the building, a PA system ALERT will notify the school community of the hazard. The announcement will be: School intruder alert. If the PA cannot be activated from each classroom, the nearest classroom phone will be used to contact the main office to initiate a building wide announcement.

In response to this announcement the following steps will be taken immediately:

1. Any students in the hallway will be taken into the nearest classroom. If the event occurs during lunch or during arrival the Commons’ doors will be locked and students and staff shall remain inside until the all clear announcement is issued.
2. All teachers will lock their classroom doors and will not issue any passes.
3. The Head of School, along with the Assigned Security Guard and/or Safety Team member will conduct a building sweep to locate the intruder.
4. If the intruder is found and the situation is stable or NO intruder is found an ALL CLEAR announcement will be made.

**Hostage Situation**

CSA has established the following protocols for responding to a hostage situation:

1. Notification to Head of School or her designee, Building Management, Security Guard and the NYPD.
2. Follow the “Intruder Procedure” as outlined in the School Safety Plan.
3. Decision to evacuate is to be made by the Head of School in consultation with building management and the NYPD.
4. Safety Response Team members as per the School Safety Plan should assist in the evacuation.
5. Evacuate the premises following Egress Route(s) outlined in the School Safety Plan.
6. Floor Plans are to be readily available in the Head of School’s Office and in the main office.
7. Identify means of communication with Perpetrator(s) via telephone or PA system.
8. If the building cannot be re-entered, evacuated students and staff with attendance information will be sent to the Evacuation location as identified in the Safety Plan.
9. Identify location, number and extent of injured. If possible retrieve the identity of victims with home contact numbers and make notifications as necessary.
10. School Safety Team Members and/or Head of School will notify respective Supervisors and arriving agencies, with pertinent and vital information.
11. If building cannot be re-entered the Head of School or her designee will contact parents/guardians via recorded call, mass text message, and/or mass email to arrange for early pick-up times for students needing to go home.

**Kidnapping**

CSA has established the following protocols for responding to kidnapping:
1. Check the Emergency Contact card to ensure that only the legal guardian is taking the student out of the building.
2. Notification to Head of School or her designee, Security Guard and NYPD.
3. Make parental/guardian contact to ensure that the student is not with relatives or friends.
5. Check attendance information for the student who is reported kidnapped.
6. School Safety Team members and/or Head of School will notify respective Supervisors and arriving agencies, with pertinent and vital information.
7. Contact NYPD with information.

**Strategies for Improving Communications**

CSA has established strategies for improving communication among students and between students and staff and reporting of potentially violent incidents.

Once a day, teachers will conduct advisory meetings, during which students are given an opportunity to express their thoughts and concerns. The school coordinates these advisory meetings and ensures that any incidents that may endanger school safety are dealt with effectively and expeditiously. Teachers are trained to establish a positive school and classroom culture, to reward students when they show thoughtfulness and respect, and to address even minor incidents of disrespect. Teachers must supervise bullying “hot spots” (lunch, fitness, bathrooms) and create ways for the safe reporting of potentially violent incidents. CSA encourages students and parents to immediately report potentially violent incidents, bullying, or harassment to teachers, leaders or any other school staff member.

**Resources for Use During an Emergency**

CSA has prepared a list of all resources available to the school. This list is located in the CSA’s emergency response plan. This includes the emergency equipment available such as batteries, food supplies, water, fire extinguishers, etc. For emergencies requiring transportation, the school will call 911 and request assistance.

The Director of Operations will coordinate resources in the event of an emergency.

**Designation of District Chief Emergency Officer**

CSA designates the Director of Operations as the school chief emergency officer responsible for coordinating communication between school staff and law enforcement and first responders, and ensuring staff understanding of the school safety plan. The chief emergency officer shall also be responsible for ensuring the completion and yearly updating of the school emergency response plan.
The District Chief Emergency Officer will be responsible for:

1. coordination of the communication between school staff, law enforcement, and other first responders;
2. leading the efforts of the school safety team in the completion and yearly update of the school safety plan and the coordination of the school plan with the building-level emergency response plans;
3. ensure staff understanding of the school safety plan;
4. ensure the completion and yearly update of building-level emergency response plan;
5. assist in the selection of security related technology and development of procedures for the use of such technology;
6. coordinate appropriate safety, security, and emergency training for school staff, including required training in the emergency response plan;
7. ensure the conduct of required evacuation and lock-down drills in the school are compliant as required by Education Law section 807; and
8. ensure the completion and yearly update of building-level emergency response plans by the dates designated by local authorities.

Conduct of Drills

CSA has established procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, in coordination with local emergency responders and preparedness officials.

Fire Drills: The purpose of fire drills is to instruct and train students and staff in emergency evacuation procedures so that they might leave the school building in the shortest time possible and without panic in the event of an actual emergency. On hearing the fire signal (two PA announcements), pupils under the leadership of teachers and other staff must go to the street following the proper procedure without delay.

Lockdown Drills: The purpose of lockdown drills is to instruct and train students and staff in the emergency procedures so that if an intruder enters the building they will know what actions to take without panicking in the event of an actual emergency. On hearing the intruder alert signal, “School lockdown announcement,” students under the leadership staff must go to the middle or corner of the room and sit on the ground without delay. Staff must immediately lock their doors and cover the windows on their doors. School Safety staff members will be included in these drills.

Sheltering-in Place Drills: The purpose of sheltering-in place drills is to instruct and train students and staff in emergency procedures so that if they are prevented from leaving the room for an extended period of time they will know what actions to take without panicking in the event of an actual emergency. Sheltering-in place drills will be practiced in the classrooms with students and staff moving away from the windows. In the case of a real emergency, local law
enforcement/public safety officials will make the determination that staff and students should remain inside during the disaster. School Safety Team members will be included in these drills.

**Review of Drills:** Following the first fire drill of the school year, the Director of Operations or his/her designee and the Head 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 committee 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 committee will also create recommendations, as necessary, to improve the execution of future drills or evacuations.

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

*Plan inspired by Success Academy Safety Plan.*