



**ALBANY LEADERSHIP**  
CHARTER HIGH SCHOOL FOR GIRLS

# **School Safety Plan**

**Albany Leadership Charter High School**  
BEDS CODE: 0101000860960

September 2018

## ALH School Safety Plan & Emergency Response Plan Table Of Contents

Introduction .....	3
General Considerations and Planning Guidelines.....	3
School Team - Membership .....	3
Expected Behaviors during an Emergency .....	3
Plan Review and Public Comment .....	3
School Safety Response Plan .....	4
Risk Reduction/Prevention and Intervention Components .....	4
Training, Drills and Exercises .....	5
Implementation of School Security .....	5
Vital Educational Agency Information - Refer to Appendix A .....	5
Early Detection of Potentially Violent Behaviors .....	5
Identification of Community Sites with Potential for Emergencies .....	5
Response – Notification and Activation .....	6
Situational Responses - Identification of Potential Emergencies .....	6
Identification of Responses to Emergencies .....	6
Types of Emergencies .....	7
Response to Intruder or Other Building Emergency Situation.....	8
Response to Acts of Violence: Implied or Direct Threats.....	8
Hazardous Chemical/Substance Spill .....	8
Safety Drills.....	8
Acts of Violence - Zero Tolerance Policy for School Violence .....	8
Response Protocols .....	8
Arrangements for Obtaining Emergency Assistance from Local Government.....	9
Procedures for Obtaining Assistance from Local Government Officials .....	9
School Resources Available for Use in an Emergency .....	9
Procedures to Coordinate the Use of School District Resources and Manpower During & Emergency.....	9
Protective Action Options .....	10
Recovery .....	10
Post Emergency Report and Assessment .....	10
Appendix A: Fact Sheet .....	11
Appendix B: Chain of Command .....	12
Appendix C: School Safety Team.....	13

## **Introduction**

Emergencies and violent incidents in our school are taken seriously and dealt with expeditiously. The School Safety Plan is responsive to the needs of our school and the plan is specifically sensitive to the urban location of our building and specific needs of our students. The State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools. The Albany Leadership Charter High School for Girls (ALH) supports the SAVE legislation and intends to facilitate the planning and implementation process using members of the school, community, law enforcement and state expertise.

## **General Considerations and Planning Guidelines**

The ALH School Safety Plan is developed pursuant to Commissioner's Regulation. To this end the ALH Board of Education asked the Principal to coordinate the plan's development using numerous stakeholders including school staff, community residents, and police agencies. The format and terminology follow the Project SAVE Technical Assistance Chart provided by NYSED.

## **School Safety Team – Membership** (Appendix C)

The Principal of the building is designated as the primary contact for our building. When the Principal is away, the Chain of Command is followed (See Appendix B).

## **Expected Behaviors During An Emergency**

Action steps reflected in the School Safety Plan will guide our behavior. The initial response to the emergency will be a gathering of information by the Principal in conjunction with members of the Chain of Command for coordination of effort. Those NOT in the direct Chain of Command have a role of supervising students, whatever the emergency. Local, County and State Police agencies as well as Fire and Emergency Medical services will be called on to supplement efforts when needed.

The Principal is identified as the person-in-charge and is expected to remain at the determined command site, the school's main office at 19 Hackett Boulevard, Albany, NY. All communication is to be coordinated through the Principal's office via the school's main number of 518 694-5300.

## **Plan Review and Public Comment**

This plan shall be monitored constantly, reviewed collectively, periodically updated and maintained on file in the school's main office. Most of its components shall be treated as confidential and available only to those with a vital need to know the specifics of the plan. The school plan is treated as confidential and not subject to disclosure under Freedom of Information requests or any other provision of law. Any non-confidential components will be made available for the public upon request.

The updated safety plan will be presented to the ALH BOT at the at 2018 Accountability Meeting and will be voted on at the September or October Board Meeting. Copies of all plans will be resubmitted to the New York State Education Department as well as to the appropriate police authorities in late upon approval of changes.

Each year, the Safety Team will meet prior to September 1, to discuss the emergency response procedures. The team will and has worked with local law enforcement officials to utilize available resources and expertise to practice and plan for an emergency. As appropriate, an assessment of the

time and feasibility of such responses will be made to determine strengths and weaknesses of the existing procedures.

The plan will be updated as needed. It is considered a 'living document' that will be modified based on the latest research, prudent safety steps and the needs of the school, its students and staff. The plan is designed to ensure integration and coordination with emergency planning at local, county and state level.

While it is not always possible to have immediate outside assistance during serious emergency situations affecting ALH, it is necessary for the school to plan for and be able to carry out immediate responses during the incipient stage of an emergency. Further, the school is prepared to effectively coordinate resources with the larger community in the event of a widespread emergency.

## **School Safety Response Plan**

The prime motivation of this plan is to provide a safe environment for our students and staff. Since a crisis is by nature unpredictable, this plan is designed as a blend of common sense, best judgment and swift (achievable) action steps to protect students and staff. It will be reviewed and modified as appropriate. Although the plan considers specific emergency situations (such as bomb threats, intruder on campus, hazardous material spill, or fire) others are entirely possible. It is intended that the action steps found within can be quickly and logically pressed into service in other situations or conditions.

The school has established a protocol to be used to alert all building occupants of an emergency. Once this alert is received by staff, a cessation of all normal operations will occur. Staff will follow instructions as disseminated by the School & Community Safety Coordinator or designee.

The school floor plans will be provided to local authorities in emergency and copies are kept on file in the school and made available by the school's Business Manager or designee.

## **1: Risk Reduction/Prevention and Intervention Components**

### **a) Prevention and Intervention Strategies**

- I. The Assistant Principal manages student discipline. Should a student be disruptive - within a class setting or during transition between classes – where it warrants the student to leave the classroom or vicinity, the Assistant Principal follows a disciplinary procedure with the student that includes re-direction, intervention counseling, and/or informal plans of action in order for the student to return to class. Should the behavior be egregious or imply a threat to health or safety, more significant / formal disciplinary action will be appropriately taken.
- II. C.L.E.A.R. values are the foundation of ALH's mission; C.L.E.A.R. is defined as College and Career Readiness, Leadership, Empowerment, Accountability, and Resolve & Resiliency. This acronym is posted in every classroom and speaks to the level of behavior expected of every student.
- III. Students are encouraged to approach any staff member in the building whenever they have a concern, especially when it involves violence or an emergency. To lessen the likelihood of fights and bullying and to equip our students with tools for conflict resolution, we hold Restorative (per our Handbook/Code of Conduct), when needed, on a daily basis. Restorative Sessions are mediated sessions between two or more students that allow concerns to be talked about and conflicts to be alleviated through debate.

## **2: Training, Drills and Exercises**

- a) Annual Multi-Hazard Safety Training - In order to implement this plan effectively, faculty and staff will receive appropriate training in emergency procedures. Staff will receive Safety Restraint training on an annual basis; however, only Culture Leaders (discipline staff) will be required to intervene in acts of physical violence amongst students. Staff will also receive Therapeutic Crisis and Interventions in Schools (TCIS) training on an annual basis.
- b) Test Components of the Emergency Response Plan - The Safety Team will conduct building-wide drills annually, including fire, general evacuation and lockdown. Following the drills, there will be a debriefing session with involved staff, including any local law enforcement agents and/or local emergency response agents if applicable, to assess, and where needed, improve response measures and communications. ALH will periodically conduct a test of the Safety Response Plan for sheltering or early dismissal. Transportation and communication procedures shall be included in the test. Staff and students will receive information and instruction prior to and after the test to increase understanding and decrease anxiety.

## **3: Implementation of School Security School Building Security**

- a) 36 video cameras record the ALH property, which includes the grounds, the classrooms, gymnasium, Student Union, hallways and stairwells 24 hours per day. All video can be replayed at any time using the Digital Video Recorder that the cameras feed. The Chain of Command reviews video footage and responds to incidents when appropriate.
- b) ALH does not currently hire “security guards” or “School Resource Officers.” The School & Community Safety Coordinator and Culture Leaders monitor the hallways, bathrooms, building entrances / exits, and other public areas during class sessions and during transitions.
- c) Front door building access is monitored by the Front Office team, headed by the Office Manager/Family Liaison. ALH requires all visitors and students to ring a doorbell to gain entrance into the building.
- d) Fingerprinting and background checks are completed for all staff upon hiring.

## **4: Vital Educational Agency Information – Appendix A**

## **5: Early Detection of Potentially Violent Behaviors**

- a) The Director of Student Support Services and their team work with parents/guardians to ensure optimal learning conditions for the student population. The Director acquires and disseminates relevant literature to the community, staff and students; alerts faculty and relevant staff when students may be considered at-risk due to traumatic experiences outside of school; and communicates staff development opportunities for violence prevention and early detection.

## **6: Identification of Community Sites with Potential for Emergencies**

- a) Albany Leadership Charter High School for Girls has identified multiple community sites that are potential for emergencies. This information has been shared the staff and can be reviewed upon request.

## 7: Response – Notification and Activation

- a) **Law Enforcement:** Law enforcement officials will be notified via 911 in any violent incident by the principal or any member of the Safety Team when deemed appropriate.
- b) **Informing All Educational Agencies:** At the initiation of the threatening event, the School and Community Safety Coordinator or designee activates the plan and notifies the Safety Team as described. Notifications to various police, fire and emergency/safety organizations will generally be made by the Office Manager/Family Liaison. ALH has multiple methods of communicating emergencies and ALH's response to the emergency to internal and external community members.
- c) **Contacting Parents or Guardians:** In the event of an emergency, parents and guardians will be notified by the school's One Call Now voice messaging system or by the supervising teachers, depending on the nature of the emergency.
- d) **School Closings & Delays:** The Principal is authorized to close school or delay school opening. School closings or delays are communicated via [www.schoolclosingsnetwork.com](http://www.schoolclosingsnetwork.com).
- e) **Treatment for Injury:** The school nurse will notify the parent/guardian of student's medical treatment or serious injury. In the event of multiple emergencies where the school nurse's first duty must be to provide assistance to students, the Principal shall delegate the notification responsibility to another staff member or shall provide the notification.

## 8: Situational Responses - Identification of Potential Emergencies

- a) **Natural Disasters** - Analysis of common weather patterns indicate the highest likelihood of a natural disaster would be from a sudden winter storm or severe thunderstorm with high winds. There is little perceived likelihood of damage from earthquake, hurricanes and flooding to the school although such events in the surrounding community could impact the school as a 'safe harbor' for the community.
- b) **Man-made Disasters** - ALH has identified building-specific man-made disasters to include, but are not limited to, plane crashes, toxic releases from highway accident, and chemical/hazardous material spills.
- c) **School Disasters** - Acts of violence, terrorism, fire, explosion water line breaks, or toxic substance release could occur in our school. Procedures for handling these types of emergencies are included in the plan.

## 9: Identification of Responses to Emergencies

Albany Leadership Charter High School for Girls may initiate the following responses to emergencies:

- a) **Emergency School Closing** - School is closed or delayed in opening only when the weather or other emergency makes it impossible or unsafe to hold school. If it is necessary to close or delay schools, parents, students and staff will be notified in the early morning on area radio and television stations. (The Principal closes the school via [www.schoolclosingsnetwork.com](http://www.schoolclosingsnetwork.com)).
- b) **Early Dismissal** – Early dismissal is a viable option as a response to certain emergencies. Early dismissal should be used only if it is likely that all students will reach their homes safely. If a community-wide disaster is impending, it may be preferable to evacuate the students to a secure location where parents can pick them up and/or where students can access transportation safely. These locations could include a neighboring school, college building, or hotel.

- c) **Evacuation** - The school building may be evacuated in the event of fire, explosion, some toxic chemical releases, earthquakes, violent acts, or when ordered by law enforcement officers because of dangerous activity in the area.
- d) **Evacuating to Another Site** - Depending on the scope of the emergency and the projections of likely safe areas, designated gathering points for evacuated students and staff will be used. The School & Community Safety Coordinator will receive information as to the appropriate evacuation location and the (secured) route to get there.
- e) **Shelter in Place** - Certain emergencies in the community may make it advisable for students and staff to remain in the school building during the emergency and remain in the school building beyond the end of the normal school day. In the case of a shelter in place emergency, the School & Community Safety Coordinator or designee will provide directions. Should students need to be moved to another location, teachers are required to escort their students and remain with students in the designated area until relieved by their supervisor.
- f) **Shelter (Community)** — ALH may be used as a community disaster shelter site, or when students from another school are evacuated to ALH. In this event, the Principal or designee will staff the Command Post to coordinate activities and assist in communication.
  - Prior to occupancy, the Safety Team will tour the portion of the building to be used as a community shelter to assess condition and inventory equipment.
  - The manager of the cafeteria will be called in to supervise the use of the kitchen facilities. In the manager's absence, the staff most familiar with the kitchen will be assigned this duty.
  - Members of the maintenance or custodial staff familiar with the building will be called in to provide appropriate maintenance of the facility.

## 10: Types of Potential Emergencies

- a) Aircraft Crash
- b) Air Raid/Emergency Procedures
- c) Armed Person, Hostage or Terrorist Activities
- d) Bomb Threats
- e) Bus Accident
- f) Chemical Accident
- g) Civil Disobedience; Student Disorder
- h) Explosion/Fire
- i) Flash Flood
- j) Flood
- k) Food Poisoning or Other Mass Illnesses
- l) Hazardous Material Spill Off School Premises
- m) Injury at Athletic Event
- n) Radiological Emergency
- o) Receipt of Suspicious Letter/Package
- p) Bio-terrorist threat
- q) Tornado, Severe Windstorm, Thunderstorm
- r) Utility Failure
- s) Winter Snow/Ice Storm

### **11: Response to Intruder or Other Building Emergency Situation**

Designated procedures are established and may be requested by contacting Albany Leadership Charter High School for Girls.

### **12: Responses to Acts of Violence: Implied or Direct Threats – e.g. Bomb Threats, Threats of Violence**

Designated procedures are established and may be requested by contacting Albany Leadership Charter High School for Girls.

### **13: Hazardous Chemical / Substance Spill**

Designated procedures are established and may be requested by contacting Albany Leadership Charter High School for Girls.

### **14: Safety Drills**

- a) The school has safety drill procedures posted in every room, and drills are tested and practiced annually. Fire drills are standard evacuations and are practiced eight times per academic year (with two additional during summer school). We also attach an evacuation drill to one of the eight fire drills, as well as practice a rapid dismissal drill (in coordination with other district schools). In almost all instances, fire alarms will sound, as a recognized symbol necessitating evacuation. In addition, lockdown drills are also practiced four times per academic year.
- b) All staff members are involved in assisting children out of building and to designated stations on the school grounds and local street sidewalk. Emergency response staff helps secure the building and leave last. The goal of the school is to evacuate in under 1:50 seconds.

### **15: Acts of Violence**

- a) Principal or designee will be alerted immediately to react to the following situations. Chain of Command will be followed.
  - I. Students that participate in acts of violence are subject to disciplinary actions in accordance with the Albany Leadership Charter High School for Girls' Parent/Guardian Handbook and Code of Conduct and related provisions found under the Education Law, Regulations of the Commissioner of Education and local laws.
  - II. Visitors participating in any violent acts on school grounds will have the appropriate authorities called to respond (police, Children and Family Services, Mobile Crisis Unit, etc...). All visitors are bound by policies as outlined in the Code of Conduct. Law enforcement agencies will be notified and criminal charges applied when necessary. Law enforcement regulations will determine the consequences of the incident.
  - III. Child Abuse reporting procedures will be followed for all acts of violence committed against students learned to have occurred in or outside of school.

### **16: Response Protocols**

- a) The Chain of Command will be used in response to all emergencies.
- b) Incident Commander will ultimately make decisions based on input from team.
- c) Incident Commander will determine how best to disseminate information using a variety of means including the school website, telephone, mail, local media, and <http://www.schoolclosingsnetwork.com>. Refer to specific emergency plans.

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

- a) Incident Commander will determine what outside agencies to contact given the situation. In emergency situations, 911 will be called and police and/or fire departments will dispatch.
- b) Any adult in the building can call 911 in the event that a person needs immediate medical attention and their condition may be life-threatening.

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

- a) The members of the Chain of Command will meet with city officials to review plans and seek assistance with appropriate procedures. A list shall be maintained of all copyholders of the plan. The plan shall be evaluated and modified as needed after each use. The plan shall be re-published to all those in need whenever appropriate.
- b) In the event of an emergency typically the Incident Commander or designated employee will call 911 for assistance.
- c) When 911 is called, the caller will provide 911 with the incident location, type of emergency, that it is a school, that children are involved, etc.
- d) Local Agencies respond and take lead. Responding local agencies will assume responsibility for the incident and take the lead.
- e) Post-incident response may include the following:
  - I. Red Cross
  - II. United Way
  - III. Mental health professionals
  - IV. Neighboring district psychologists and social work personnel

## **19: School Resources Available for Use in an Emergency**

- a) Bus Service
- b) Technology
- c) Medical Supplies
- d) Fire Safety Equipment
- e) Neighboring Schools
- f) Municipality Emergency Services

## **20: Procedures to Coordinate the Use of School District Resources and Manpower During and Emergency**

- a) Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the Principal or designee will implement emergency response procedures. This person is responsible for contacting the appropriate staff and coordinating the general response. Individual members of the Safety Team are responsible to contact various community emergency service agencies.
- b) Members of the Safety Team shall report to or maintain verbal contact with the Command Center.
- c) Evening and Weekend Emergencies - In the case of an emergency when an event is being held at the school, the responsible staff person shall immediately notify the Business Administrator, who will contact the Principal to determine the need to initiate the Emergency Response process.

## **21: Protective Action Options**

- a) In the event of an emergency, the Principal and members of the Safety Team will be gathered for problem identification and information sharing. The Principal will determine the next steps of the plan to be implemented and will act in the perceived best interest to protect students and staff.
- b) In order to ensure timely response, the Principal or designee may declare a school emergency, implementing the response procedures set forth in the Safety Plan. The Principal or designee will remain in charge of all school activities until the conclusion of the emergency or until civil emergency authorities possibly take command of the situation. During an emergency the Principal or civil emergency authority will:
  - I. Take control once notified of the emergency.
  - II. Make decisions regarding the appropriate emergency response.
  - III. Order evacuation as needed.
  - IV. Notify appropriate agencies for assistance.
  - V. Turn over control to appropriate outside agencies as required by law.
- c) Testing of the Emergency Response Procedures will occur on an annual basis.
- d) School officials will meet with local government and emergency service officials to develop procedures for advice and assistance to situations that exceed the expertise and/or resources of the school.

## **22: Recovery**

- a) After any emergency which has resulted in the serious injury, death or emotional trauma of a student or staff member, the entire staff will be used to help with post trauma counseling. Planning and establishing the debriefing sessions will be the responsibility of the Principal and members of their immediate staff. Needed and appropriate alterations in the safety plans will be implemented based upon the debriefing sessions.
- b) For critical situations that require the utilization of community mental health resources, the Chain of Command will be responsible for contacting the appropriate county mental health agency for assistance, guidance and trained personnel, as needed.

## **23: Post Emergency Report and Assessment**

- a) The Principal will meet to assess the emergency responses and the effectiveness of the plan. The plan shall be modified as necessary based on the evaluation. The Principal and the members of the Chain of Command will complete all necessary reports to local and state officials.

**Appendix A: Fact Sheet**  
**Albany Leadership Charter High School for Girls**

<b>Name of School:</b>	Albany Leadership Charter High School for Girls
<b>Address of School:</b>	19 Hackett Blvd Albany, New York 12208
<b>Telephone:</b>	518 694 5300
<b>Fax:</b>	518 694 5307
<b>Contact:</b>	Carina Cook, Principal ccook@albanyleadershiphigh.org
<b>First Designee:</b>	Jennie Evans, Director of Student Support Services jevans@albanyleadershiphigh.org
<b>2018-2019 Population:</b>	360 Total Students
<b>Total Classrooms:</b>	21
<b>Number of Staff:</b>	64
<b>Transportation Needs:</b>	Supplied by CDTA and Durham Transportation
<b>Law Enforcement Agencies:</b>	<ul style="list-style-type: none"><li>• Albany Police Department – 911</li><li>• Albany County Sheriff's Department – 911</li><li>• NY State Police - 911</li></ul>
<b>Fire and Rescue Agency:</b>	<ul style="list-style-type: none"><li>• Albany Fire Department – 911</li></ul>
<b>Special for Evacuation:</b>	Number of Students: 25 Number of Staff: 3

## Appendix B

### Chain of Command

Note: It is the responsibility of each member of the Chain of Command to ensure he/she is familiar with this plan and capable of performing effectively in a crisis.

<b>Staff Member</b>	<b>Title</b>	<b>Designee</b>	<b>Telephone</b>
Carina Cook	Principal	Jennie Evans	518-694-5300 ext. 201
Jennie Evans	Director Student Support Services	Olanike Audu	518-634-5300 ext. 222
Olanike Audu	Assistant Principal	Ryan Smith	518-634-5300 ext. 120
Ryan Smith	Business Administrator	Natalie Orcutt	518-634-5300 ext. 111
Natalie Orcutt	Director of Advancement	Michael Arno	518-634-5300 ext. 225

**Appendix C:**  
**School Safety Team Albany Leadership Charter High School for Girls**

<b>Staff Member</b>	<b>Title</b>	<b>Telephone</b>
Carina Cook	Principal	518-694-5300 ext. 201
Olanike Audu	Assistant Principal	518-694-5300 ext. 120
Michael Arno	School & Community Safety Coordinator	518-694-5300 ext. 110
Jennie Evans	Director of Student Support Services	518-694-5300 ext. 222
Natalie Orcutt	Director of Advancement	518-694-5300 ext. 225
Ryan Smith	Business Manager	518-694-5300 ext. 111
Carmen Serrano	Office Manager / Family Liaison	518-694-5300 ex. 101
Amanda Williams	Community & Communications Associate	518-694-5300 ext. 108