



**Albany Leadership Charter High School for Girls
SCHOOL SAFETY PLAN
2019-2020 School Year**

Albany Leadership Charter High School for Girls
SCHOOL SAFETY PLAN
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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. 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.

Section I: General Considerations and Planning Guidelines

A. Purpose

The ALH School Safety Plan was developed pursuant to Commissioner's Regulation 155.17.

B. Identification of Chief Emergency Officer

ALH designates the Principal as the school's Chief Emergency Officer. When the Principal is away, the Chain of Command is followed (See Appendix B). The Chief Emergency Officer's duties shall include, but not be limited to:

- Coordination of the communication between school staff, law enforcement, and other first responders;
- Lead the efforts of the School Safety Team (see Appendix C for Membership) in the completion and yearly update by September 15th, of the School Safety Plan and the coordination of the School Safety Plan with the building-level emergency response plans;
- Ensure staff understanding of the School Safety Plan;
- Ensure the completion and yearly update by September 15th, of ALH emergency response plans;
- Assist in the selection of security related technology and development of policies for the use of such technology;
- Coordinate appropriate safety, security, and emergency training for school staff, including required training in the emergency response plan yearly by September 15th;
- Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807.

C. Concept of Operations

- Protocols reflected in the School Emergency Response Plan guide responses to emergencies.
- In the event of an emergency or violent incident, the initial response to all emergencies will be gathering information by the Principal in conjunction with members of the Chain of Command and School Safety Team.
- Those not in the Chain of Command will supervise students.
- Upon the activation of the School Safety Team, the Principal or their designee is notified and, where appropriate, local emergency officials are notified.
- Efforts may be supplemented by County and State resources through existing protocols.

- The Chief Emergency Officer will remain at the determined command site. The school's main office at 19 Hackett Boulevard, Albany, NY will typically be designated as the command site. All communication is to be coordinated through the Principal or designee via the school's main number is 518 694-5300.

D. Plan Review and Public Comment

- The School Safety Plan and correlating School Emergency Response Plan are designed to ensure integration and coordination with emergency planning at local, county and state level. The School Safety and School Emergency Response Plans will be monitored constantly, reviewed collectively, updated as needed, and maintained on file in the school's main office.
- The School Emergency Response Plan provides direction in the school's response to an emergency. The plan blends common sense, best judgment, and swift (achievable) action steps to protect students and staff. The plan considers specific emergency situations (such as bomb threats, intruder on campus, hazardous material spill, or fire) but is not all inclusive.
- The School Emergency Response Plan is confidential and only available to those with a vital need to know the specifics of the plan. The School Emergency Response Plan is not subject to disclosure under Freedom of Information requests or any other provision of law.
- The School Safety and School Emergency Response Plans will be presented to the ALH Board of Trustees at the at the annual Accountability Meeting and will be voted on at the May or June Board Meeting. Copies of all plans will be submitted to the New York State Education Department as well as to the appropriate police authorities in late upon Board of Trustee approval.
- Each year, the Safety Team will meet prior to September 1, to discuss the emergency response procedures.

Section II: General Emergency Response Planning

The School Safety Plan provides the framework for the School Emergency Response Plan. These general emergency responses are used to ensure school employees, students, parents and emergency responders learn one system.

A. Identification of Sites of Potential Emergency

Identification of sites of potential emergency, including:

- ALH recognizes that there are many factors that could cause an emergency within the school. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations have been noted in the School Emergency Response Plan.
- ALH has identified areas outside of school property that are potential for emergencies and may impact the school during an emergency. Factors that were considered included population, presence of hazardous materials, and potential for emergency based on national trends and proximity to school property. A list of areas has been noted in the School Emergency Response Plan.

B. Multi-Situational Response Protocols

ALH and developed multi-situational response protocols. These protocols are located in the School Emergency Response Plan. Plans for taking the following actions in response to an emergency where appropriate are, including but not limited to:

- **Emergency School Closing** - School is closed or delayed in opening. This is implemented 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 via local media, social media, and telephone. (The Principal closes the school via www.schoolclosingsnetwork.com).
- **Early Dismissal** – Early dismissal is used when weather or other emergency makes it unsafe for students and staff to remain in school. If it is necessary to dismiss school early, parents, students and staff will be notified via local media, social media, PA announcement and/or telephone. (The Principal closes the school via www.schoolclosingsnetwork.com).
- **Evacuation** - The school building may be evacuated before, during, and after school hours.
- **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.
- **Hold in Place** – Used to limit movement of students and staff while dealing with a short-term emergency.
- **Shelter in Place** – Used to shelter students and staff inside the building. A Shelter in Place may require students and staff to remain in the building beyond the end of the normal school day.
- **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.
- **Lockdown** – Used to secure the school building during incidents that pose an immediate threat of violence in or around the school.
- **Lockout** – Used to secure the school building from threats or emergencies that pose an imminent concern outside the school. For example, bomb threat, hazmat incident.

C. School & Community Resources Used During Emergency

In the School Emergency Response plan, ALH has identified school and community resources that may be available for use during an emergency, including the identification of personnel, equipment and shelters.

D. Training

ALH provides annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. All staff will undergo annual training prior to the first day of classes on the School Emergency Response Plan. New employees hired after the start of classes receive this training within 30 days of hire.

E. Drills

ALH conducts drills and other training exercises to test components of the emergency response plan. A debriefing concludes each test to determine if changes to the plan are necessary.

- Fire and Emergency Drills: Per Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills, ALH conducts tests of the emergency response procedures in the School Emergency Response Plan. Such tests include evacuation, lockdown, and early dismissal drills. Where possible, tests are conducted in collaboration with local county emergency preparedness plan officials.
 - In accordance with state law, ALH conducts twelve drills each school year, four of which are lock-down drills, and eight are evacuation drills. Eight of the required twelve drills must be completed by December 31.
 - The law requires schools to conduct lock-down drills, which are essential, because they prepare students and staff to respond to the highest level of threat with the most urgent action and the least margin for error. The goal is to have schools conduct drills where they immediately clear hallways, lock doors and take positions out of sight to practice their ability to put the building into a protective posture as quickly as possible. These emergency measures allow time for responding law enforcement to arrive on scene and neutralize the threat. If possible, ALH coordinates with local law enforcement to conduct these drills. However, law enforcement involvement is not required by law. Other protective actions such as Lockout or Shelter in Place are emergency actions that are usually preceded by some degree of warning time and do not require the immediate response necessary for a lockdown. While the school should be well versed in their Lockout and Shelter in Place protocols, lock-down is the only type of protective action that is specifically required by the statute.
- The early dismissal drill is practiced one time annually. The early dismissal drill occurs at a time not more than 15 minutes earlier than the normal dismissal time. Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills.

Section III: Responding to Threats and Acts of Violence

A. Response Procedures

The school refers to its School Emergency Response Plan provides guidance on the school's policies and procedures for responding to direct and implied acts of violence (i.e., crimes against persons, hostage taking, intruder, bomb threats, and kidnapping) by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.

This is reviewed by the School Safety Team to ensure content is current. The following types of procedures are addressed in the plan:

- Informing the Principal or designee of implied or direct threats.
- Determining the level of threat with the Principal/designee, Chain of Command, and/or Safety Team.
- Plans to safeguard students and staff.
- Contacting appropriate Emergency Responders.
- If the situation warrants, isolate the immediate area.
- Monitor the situation; adjust the level of response as appropriate.
- Communication with parent/guardian. When a student implies or specifically threatens self-inflicted violence including suicide, the school's administrator(s) or designated staff member directly contacts the respective parents/guardians.
- Procedures to provide transportation, if necessary.
- Procedures to notify media.
- Debriefing procedures.

B. Parental / Guardian Contact

The school has established policies and procedures to contact parents / guardians of students in the event of a violent incident or an early dismissal. All or part of the following communication methods will be used to deliver such information:

- The Principal will notify local media of any unplanned event that may result in a change of the regular school day (the Principal closes the school via www.schoolclosingsnetwork.com).
- The Principal may follow the same protocol above to formulate a press release relevant to any incident that may cause undue panic and concern in a problematic rush to the school by parents and media.
- The use of mass communication, such as the school's one call system which allows for recorded messages to be telephoned to parents and guardians, social media, or letter mailed to the student's permanent address.

C. Disciplinary Action

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 Excellent Conduct and related provisions found under the Education Law, Regulations of the Commissioner of Education, and local laws.

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 Excellent Conduct. Law enforcement agencies will be notified and criminal charges applied when necessary. Law enforcement regulations will determine the consequences of the incident.

Child Abuse reporting procedures will be followed for all acts of violence committed against students learned to have occurred in or outside of school.

Section IV: Obtaining Emergency Assistance from Local Government or Community Agencies

If there were to be an emergency within our school, the school will call 911 for emergency assistance. Any adult in the building is authorized to call 911 for emergency assistance. The responding agency will assume responsibility for the incident and take the lead. If involvement is needed from other local government or community agencies, then the Principal or designee would act as that contact person. Additional procedures for communications can be found in the School Emergency Safety Plan.

Section V: Prevention and Intervention Strategies

A. School Security

ALH has developed policies and procedures related to school building security, including, where appropriate:

- **Safety Staff:** ALH employs multiple staff members with primary roles to safeguard students, staff and visitors from harm; to deter, detect, respond to, and report infractions of the Code of Excellent Conduct and New York State Law; and to protect the District's assets from theft and damage. These positions include the School & Community Safety Coordinator, the Safety & Security Associate, and the Culture Leaders. These positions are authorized to carry out these roles pursuant to applicable policies, regulations and training.
- **Limited Building Access:** During the normal school day, all entrances are locked. Access by students and visitors is via the main entrance. Main entrance access is monitored. Some events do require building doors to remain unlocked. During these events, entrance to the building is monitored.
 - i. ALH utilizes video/audio electronic access control system at the main entrances which provides means to remotely screen and approve visitors prior to granting access to the locked building.
 - ii. ALH utilizes an electronic keyless entry system allowing specific access (designated times and locations) to authorized personnel by presenting a key fob to a reading device at those entrances.
- **Photo Identification Badges:** All ALH employees and students are issued photo identification badges that are required to be displayed at all times while on school property to assist visitors, students and staff in identifying school community members, as well as, possible intruders.
- **Visitor Policy:** An approved visitor will complete a sign-in procedure and will be issued an approved visitor pass upon gaining access to the building. Visitors will be required to show an ID each time they enter the school.
- **Video Surveillance:** 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. Designated staff is trained on how to access, view, search, and recover images.

- **Intrusion Detection Alarm:** An intrusion detection (burglar) alarm system is linked to a central monitoring station. Designated staff are trained in its proper use to maximize the performance of the system and minimize the incidence of false alarms.
- **Fire Alarm System:** A fire detection alarm is linked to a central monitoring station. These alarms and ALH's fire response procedures are tested regularly consistent with NYSED regulations.
- **Fingerprinting and Background Checks:** Fingerprinting and background checks are completed for all staff upon hiring.

B. Early Detection of Potentially Violent Behaviors

ALH has implemented procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to: the identification of family, community and environmental factors to teachers, administrators, parents/guardians, and students and other persons deemed appropriate to receive such information.

ALH recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. Students, their parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an assessment or investigation can commence in a timely fashion if deemed necessary. This communication may extend beyond ALH personnel to include members of the Safety Team, Law Enforcement, Mental Health Professionals, etc., when deemed appropriate and within existing legal parameters.

ALH recognizes the importance of programs and activities that improve communication throughout the school community and that encourage the reporting of potentially dangerous, suspicious or violent behavior. Such efforts serve to improve the security, safety and quality of life for all those in the school community. ALH's prevention and intervention strategies include but are not limited to:

- 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.
- Dean of Students manages student discipline. Disciplinary procedures include re-direction, intervention counseling, and/or informal plans of action. Should the behavior be egregious or imply a threat to health or safety, more significant / formal disciplinary action will be appropriately taken.
- ALH's C.L.E.A.R. values. 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.

- School Counselors provide topic specific short- term counseling for individuals and groups.
- School Social Worker and Social Work Inters provide crisis service counseling.
- Restorative and mediation programs are coordinated resolve conflict between individuals.
- Positive Behavior Intervention and Supports (PBIS).
- Informal and formal counseling.
- Compliance with Dignity for All Students Act (DASA) regulations.
- Training for culture leaders, teaching assistants/aides, and other school personnel.
- Student Support Team.
- Extracurricular activities.
- Therapeutic Crisis Intervention for Schools (TCIS) training for staff on use of de-escalation strategies.
- Comprehensive classroom management plan.
- The posting of signage promoting anti-bullying, equity, and appreciation of diversity.
- Trauma informed care.
- Culturally responsive education

C. Bullying Prevention, Identification, and Reporting (Dignity for All Students Act)

The school Social Worker serves as the Dignity for All Students Act (DASA) Coordinator. The DASA Coordinator oversees the DASA process and disseminates information regarding bullying prevention, identification, and reporting requirements. All school staff have been provided with information and training regarding the Dignity for All Students Act.

The DASA Coordinator completes all DASA investigations and develops interventions and solutions for students who are identified as victims of bullying and harassment.

The Code of Excellent Conduct contains language that specifically addresses bullying and harassment. Students who engage in bullying and harassment behaviors receive age appropriate progressive interventions and/or discipline, which can range from use of mediation or informal and formal counseling to out of school suspension.

Section VI: Recovery (Post Incident Response Team)

Recovery addresses the help needed for all involved to heal and to restore the school community to “normal” operations. ALH supports the school by deploying resources that support the Safety Team and the Post-Incident Response Team (See Appendix D).

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 Plan and Emergency Response Plan will be implemented based upon the debriefing sessions.

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.

Recovery plans may include mental health/emotional recovery, academic, physical and business recovery, and can continue long after the actual emergency.

Section VII: Post Emergency Report and Assessment

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

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

Appendix B
Chain of Command Albany Leadership Charter High School for Girls

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.

Staff Member	Title	Designee	Telephone
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	Director of Curriculum & Instruction	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

Staff Member	Title	Telephone
Carina Cook	Principal	518-694-5300 ext. 201
Olanike Audu	Director of Curriculum & Instruction	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 ext. 101
Isaiah Norman	Dean of Students	518-694-5300 ext. 121

Appendix D:
Post Recovery Response Team Albany Leadership Charter High School for Girls

Staff Member	Title	Office Number
Carina Cook	Principal	518-694-5300 ext. 201
Olanike Audu	Director of Curriculum & Instruction	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
Tara Smades	Social Worker	518-694-5300 ext. 226
Vacant	Nurse	518-694-5300 ext. 204
Carmen Serrano	Office Manager / Family Liaison	518-694-5300 ex. 101
Isaiah Norman	Dean of Students	518-694-5300 ext. 121