

Charter School of Inquiry

School Safety Plan Summary

The Charter School of Inquiry's Building Level Safety (Emergency Response) Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Charter School of Inquiry's Board of Trustees, the Head of School at the Charter School of Inquiry is charged with the maintenance of the Building Emergency Response Plan. This ERP is designed to provide guidance for personnel during an emergency addressing potential responses to the corresponding level of threat.

CSI has filed our Annual Emergency Response Plan with the Department of Education, which is in turn shared with state and local police officials. Below you will find the highlights and explanation to possible situations that may occur. This document is reviewed and updated each year by the School Safety Committee that includes staff members and parents, and is reviewed and approved annually by the Board of Trustees following a period of public comment.

Functional annexes focus on the critical operational functions and courses of action developed to carry them out.

Overview of the District (School)

The Charter School of Inquiry operates one campus that houses 350 students in grades kindergarten through sixth grade at 404 Edison Avenue, Buffalo, NY. The school employs fifty people. The School is governed by an eleven-member Board of Trustees. Transportation for the school is provided by the Buffalo Public School District.

The school is serviced by the Buffalo City Police Department and the Buffalo City Fire Department. The First Responders serving the school are full-time, paid, and professionally trained. The Charter School of Inquiry works closely with liaisons from both the Fire and Police Departments to reduce safety risks to students, staff, and the community in and around the school. The Charter School of Inquiry has two Resource Officers assigned by the Buffalo Police Department to be in and around the school on a regular basis; to confer with the Head of School; and to meet with students, staff, and parents as needed.

Purpose of Plan

This School Safety Plan details how the school will operate during critical incidents affecting students, faculty, staff, or facilities and how the school will reduce risk. It is designed to provide guidance for personnel who discover or are notified of any emergency situation. The plan also aids in the resolution of the events by structuring levels of potential responses, each designed to address a corresponding level of threat. The Plan does not replace existing contingency plans; rather, it supplements those plans by providing a means for "operationalizing" them quickly and efficiently.

Incident Command System

The School Safety Plan provides flexibility and adaptability to a wide variety of situations. It does this by establishing common standards in organization, procedures, communications, and terminology. The system calls for the appointment of an Incident Coordinator (IC), a person responsible for the overall coordination of a situation. An Incident Management Team (IMT) is also appointed to help manage a response. The IMT serves under the directions of the IC.

This plan recognizes the need to ensure direction and control for an incident affecting the school or surrounding area. Should such a situation exist, a unified command structure will be used under the direction of one IC. The concept of unified command means that all agencies and organizations having responsibility and authority at an incident will contribute to the process of

- Determining overall response directives
- Selecting response strategies
- Ensuring joint application of tactical activities
- Maximizing the use of available resources.

Role and Authority of Incident Coordinator and Incident Management Team

By adopting this Plan, the Board of Trustees empowers the Incident Coordinator and Incident Management Team to take action as appropriate to protect students, faculty, staff, visitors, facilities and equipment during all critical incidents. The IC and IMT are authorized representatives of the Board of Trustees, and their directives are to be followed. The Head of the School is appointed as the Incident Command Coordinator and the Director of Operations serves as IC backup. The IMT includes key personnel including mental health professionals.

Activation

The IC will utilize the information available to decide the appropriate response and measures to be taken. Upon initial notification of an emergency, the IC will alert the Incident Management Team. The initial notification sets into motion the activation of the building-level emergency response personnel. The IMT will meet disseminate information, and staff will take the appropriate measures as outlined in the building-level emergency plans.

Obtaining Outside Assistance

In the event that response to the emergency situation requires more resources and capabilities than exist within the school, local first responders or law enforcement agencies or other local agencies will be contacted at the discretion of the Head of School.

Outside Services

When appropriate, the Charter School of Inquiry will make use of the following local agencies during emergencies:

Fire, Police, Medical 911
 National Fuel 1-800-444-3130
 National Grid 1-800-642-4272
 Erie County Family Court 716-845-7400
 Erie County Crisis services 716-834-3131
 Erie County District Attorney 716-858-2424
 Erie County Information and Support Services 716-858-7818
 Erie County Emergency Services 716-858-6578
 Erie County Disaster Preparedness Division 716-858-4799
 Erie County Adult and Family Services 716-891-2021
 Erie County Department of Health 716-858-7690
 Child Abuse Hotline 1-800-342-3720
 Erie County Child Protective Services 716-858-6438
 Buffalo Sewer Authority 716-883-1820, ext. 601 or 716-883-1820, ext. 509
 Buffalo Fire Prevention Unit 716-851-5707
 Buffalo Police Department Non-Emergency 716-853-2222
 Buffalo Public Works Department 716-851-5871
 Buffalo Department of Water 716-851-4747
 Buffalo Board of Education 716-816-4000
 Red Cross Buffalo Chapter 716-886-7500

Procedures for Obtaining Advice and Assistance from Local Government Officials
 when deemed appropriate, the Head of School or his/her designee will contact the appropriate local government agency or agencies for advice or assistance during an emergency situation.

Risk Reduction/Prevention and Intervention

Programs and Activities available to building administrators for improving communication among students and staff and the reporting of potentially violent incidents

- Non-violent conflict resolution training programs through Responsive Classroom of the Northeast Foundation for Children provided for all students annually in all grades
- Behavioral intervention programs are offered by the School's Student Support Coordinator, Social Worker, and a mental health counselor through Buffalo Hearing and Speech
- Peer Leadership Training through Responsive Classroom of the Northeast Foundation for Children is provided to staff on an annual basis
- Annual training for all staff in Restorative Justice, which includes identifying and responding to at-risk behaviors
- Extended-day and other school early intervention programs provided by Just for Kids on site
- Early Prevention Programs through the Erie County Council for the Prevention of Substance Abuse are provided to students in grades K-6

- After-School academic support is offered to at-risk students two days each week by Buffalo Hearing and Speech Services
- NYSIF Approved Workplace Violence Prevention Seminars annually for all staff
- Annual staff training on School Safety and Violence Prevention Policies
- Annual staff training by paid consultant on conflict resolution
- The Head of School regularly consults with mental health professionals, school resource officers of the Buffalo Police Department, and the Erie County Coalition for Restorative Justice
- Referral of disruptive or potentially violent students to the School Student Support Team that includes behavioral experts and mental health professionals

Early Detection of Potentially Violent Behaviors or Acts of Violence

The early detection of potentially violent student behaviors shall be accomplished through professional development workshops for the Charter School of Inquiry instructional staff. Crisis Assessment Procedures plans are constantly under revision. Where a student is deemed by an appropriate staff member to require attention in this area, the Head of School or the Student Services Coordinator shall be notified. Police shall be notified in the event of any crime, violent act, or credible threat of violence to another. Parents/guardians of any student exhibiting violent or potentially violent behavior will be notified immediately, and family court may also be contacted. If concerns are raised about a student's mental health, parents/guardians shall be contacted. Students exhibiting violent behavior or making threats of violent behavior will be removed from the school community pending an investigation and determination. Parents of victims or potential victims will be notified of the incident or allegations. The School Social Worker will maintain a list of qualified mental-health professionals and community agencies to present to parents of children who exhibit violent or threatening behavior.

- The School-wide Code of Conduct identifies conduct which has been deemed inappropriate and/or dangerous to the school community. All parents receive a copy of the Code of Conduct, and sign a statement verifying receipt of the Code of Conduct annually. The Code of Conduct is also posted on the School's web site.
- Any student exhibiting an act of violence or threat of violence is to be escorted immediately to the Head of School.
- All discipline infractions are documented for monitoring and reporting purposes.
- Violent and Disruptive Incident Reports are completed and maintained following each incident.
- All threats of violence are thoroughly investigated and, if found credible, referred to law enforcement
- Professional development opportunities will include warning signs and ways to help potentially violent students.
- Student files are reviewed upon entrance to the School. Conferences are held with parents and students.
- The School Social Worker is available to provide information and referrals to students and families.
- Students exhibiting at-risk behaviors will be referred to the Student Support Team.
- The Student Support Team will monitor any student referred for inappropriate, dangerous, or potentially dangerous behavior, and make recommendations when appropriate.

Security Procedures

The Charter School of Inquiry uses the following security procedures in its school building(s) and grounds:

- Securing all exterior doors
- Alarms are placed on doors that are not routinely used by staff or students
- To the extent possible, limiting entrance to the main door of the school building
- Requiring all visitors to sign in at the single point of entry at each school building
- Requiring all visitors to wear identification badges
- Continue planning for updates/upgrades to the security and alarm systems that may include security cameras, door alarms, swipe cards, etc.
- Posting a staff member to monitor the sign-in area
- Use of “blocking” software to assure internet and e-mail users are protected from inappropriate interactions and websites
- Use of a video monitoring device at main entrance and throughout the building
- Requiring all visitors to identify themselves via intercom before entering the building(s)
- Requiring all staff members to use a security key card to enter the building
- All staff members must notify the main office personnel before taking students outdoors
- Two adults must accompany any class while in the outdoor play area, and are to notify main office personnel of any loitering
- The adult to child ratio on any field trip must minimally be one adult to every ten students
- All staff members are fingerprinted and must have background clearance
- Other security measures as deemed appropriate by the Board of Trustees and the Head of School

Responses to Acts of Violence: Implied or Direct Threats

Students and staff of the Charter School of Inquiry are expected to abide by normal standards of civility. In the event of a direct or implied threat, by a student, staff member or visitor, the Building Administrator should be informed as soon as possible by the threatened individual or other involved party. The Administrator shall make the appropriate contacts (e.g. parents, crisis intervention, law enforcement, Head of School) based on the nature of the threat. The Charter School Family Handbook contains Policies and Procedures regarding conduct on school property and is incorporated by reference into this School-Wide Safety Plan.

Acts of Violence

Any act of violence against another, by a student, staff member or visitor, will be not be tolerated by the Charter School of Inquiry. In the event of such an incident, the Building Administrator, or his/her designee, shall notify law enforcement, where appropriate. If law enforcement is called, the Building Administrator, or his/her designee, shall meet with representatives when they arrive on site. Depending on the nature of the emergency, other actions (e.g. evacuation, lockdown) will be taken where appropriate.

Staff

Staff who violate this code will be subject to discipline consistent with Board Policy.

Visitors

Parents, guardians and visitors who violate this code will be asked to leave the premises. The district shall initiate disciplinary action against any student, staff member or visitor as appropriate. The School reserves its right to pursue a civil or criminal legal action against any person violating the code.

Notification

The School acknowledges that student and staff safety is paramount and that this may preclude getting information to parents as the incident is unfolding. The School recognizes the need to provide timely and accurate information as soon as it becomes available and is prudent to release this information. Information will not be released which jeopardizes students, staff or the ability of the authorities to conduct an investigation into any incident.

Drills

Drills and exercises are also used throughout the year to familiarize the school population with emergency procedures and to test their effectiveness. The Charter School of Inquiry conducts periodic exercises and drills to evaluate the capabilities and preparedness levels within the building and to test the readiness of warning and communication equipment.

1. Shelter in Place Annex: This annex focuses on courses of action when students and staff are required to remain indoors, perhaps for an extended period, because it is safer inside the building or a room than outside. Some examples of this type of annex is a threat or hazard due to weather or chemical or biological hazard.
 - Unauthorized visitors will not be allowed to enter the school.
 - Parents will receive a message via School Messenger indicating that a “Shelter-In-Place” was issued.
2. Hold in Place Annex: This annex focuses on courses of action when students and staff are required to remain in place for an expected short duration incident, such as an altercation, medical emergency, or maintenance issue.
 - Students are not allowed to leave the building.
 - Parents, students or outside visitors will not be allowed to enter the school.
 - Parents will receive a message via School Messenger indicating that a “Hold in Place” was issued.
3. Evacuation Annex: This annex focuses on the courses of action that our school will execute to evacuate the school building and grounds. Evacuation will take place if it is determined that it is safer outside the building and staff, students, and visitors can safely reach the evacuation site without danger. This may include situations such as fire, an explosion, intruder, or hazardous material spill. If the situation is deemed significantly dangerous by an Administrator, and that reentry is not possible within a reasonable amount of time, students will proceed to the

identified safe zone. If the Head of School or designee determines that release of the students is necessary, students must be picked up and signed out by a parent or guardian at the safe zone. Students not picked up will be held at the evacuation site under the supervision of staff until a decision has been made to relocate them.

Lockout Annex: This annex focuses on the courses of action our school will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

- Students are not allowed to leave the building for outdoor activities
- No visitors will be allowed to enter the school
- Parents will receive a notification via School Messenger that the school is in a Lockout situation.

Lockdown Annex: This annex focuses on the courses of action our school will execute to secure the building during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in rooms away from immediate danger.

- All persons will remain in place until released by police.

Family Reunification Annex: This annex details how students will be united with their families or guardians.

- Parents / Guardians are notified of emergencies via School Messenger and social media.
- The Head of School or designee will post information as necessary.
- The assembly area will be unavailable to any outside persons.
- Parent/ Guardians will need to show their ID in order to sign out their student.

Other Drills

The Charter School of Inquiry cooperates with the Buffalo Public School District in District-Wide Relocation Drills, “Go-Home Early” drills, Bus Evacuation Drills, and Weather Hazard Awareness drills.