

# PPACS District-Wide School Safety Plan

*Open for public comment 7/24/26-8/27/26*

## ***Policy Statement***

The **District-Wide School Safety Plan** (as required by the SAVE Law – Safe Schools Against Violence in Education –Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies that may occur in the school district and its component school buildings.

The Board of Education has appointed, under the direction of the Superintendent of Schools, a **District-Wide School Safety Team** to develop, implement and maintain all provisions of the Plan. This Plan incorporates all **Building-Level Emergency Response Plans** that have been developed by the **Building-Level Emergency Response Teams** appointed by the Building Principals. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the school building **Emergency Response Team**. Upon activation of the school building **Emergency Response Team** the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies.

The **District-Wide School Safety Plan** is made available to the entire school community. The **District-Wide and Building-Level Plans** will be annually adopted by the School Board. As required by law, the **District-Wide School Safety Plan** is posted on the school district website by October 15th of each school year and will be reviewed annually by the District-Wide School Safety Team by September 1st of each school year. **Building-Level Emergency Response Plans** will be updated by September 1st of each school year by the **Building-Level Emergency Response Team** and filed with both State and Local Police by October 15th of each school year.

The school district refuses to tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against.

A copy of the District-Wide School Safety Plan is also available upon request in the Main Office. Although the Building-Level Emergency Response Plans are linked to the **District-Wide School Safety Plan**, in accordance with Education Law Section 2801-a, **the Building-Level Emergency Response Plan will remain confidential and not be subject to disclosure**. This will further ensure safety at the building-level and reduce the potential for planned sabotage.

## **Elements of the District-Wide School Safety Plan**

- Identification of sites of potential emergencies.
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering.
- Responses to an implied or direct threat of violence.
- Responses to acts of violence including threats made by students against themselves, including suicide.
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs.
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- Plans for identification of district resources and coordination of such resources and manpower available during an emergency.
- Designation of the Chain-of-Command (Incident Command)
- Plans to contact parents and guardians including when students make threats of violence against themselves.
- School building security
- Dissemination of information regarding early detection of potentially violent behavior.
- Plan to exercise and conduct drills to test the Building-Level Emergency Response Plan including review of tests.
- Annual school safety training for staff and students.
- Protocols for bomb threats, hostage taking, intrusions and kidnapping.
- Strategies for improving communication and reporting of potentially violent incidents.
- A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity.
- Information about the school district including population, staff, transportation needs and telephone numbers of key school officials.
- Documentation and record keeping

## **School District Chief Emergency Officer**

The Head of School is the Chief Emergency Officer and through designated personnel will provide:

- Coordination of communication between school staff, law enforcement and first responders.
- Assistance in the selection of security related technology and procedures for its use.
- Coordination of safety, security and emergency training for school staff.
- Assistance in required evacuation and lock-down drills completion as required by law.

- Assurance that all school district staff understands the District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually and updated as needed.

### **District-Wide School Safety Team**

The District-Wide School Safety Team is appointed by the School District Board of Education and will always include the representation noted below at a minimum. The major function of the District-Wide School Safety Team is to create the District Wide School Safety Plan and update as necessary.

- School Board Member
- Teacher Representative
- Administrator
- Parent/Teacher Organizations
- School Safety Personnel
- Others
- Student Representative (Optional)

### **Responsibilities of the District-Wide School Safety Team**

The District-Wide School Safety Team will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the District-Wide School Safety Plan to determine its success in violence prevention. Some of the team's primary responsibilities will include:

- 1) Recommending training programs for students and staff in violence prevention and mental health. Annual training will be completed by September 15th and may be included in existing professional development. New employees will receive training within 30 days of hire.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.
- 4) Communicating the Plan to students and staff.
- 5) Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances; etc.).
- 6) Making recommendations necessary for change.
- 7) Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police

Departments, consultants or District-Wide School Safety Team Sub-Committee or Building-Level Emergency Response Team.

- 8) Recommending improved security measures based on school building inspection results.
- 9) Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- 10) Reviewing survey results and recommending actions that are necessary

## **Building-Level Emergency Response Team**

The Building-Level Emergency Response Team is appointed by the School Building Principal. The major focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan. This team, at a minimum will, include the following representation:

- Teacher
- Administrator
- Parent Organization
- School Safety Personnel
- Community Members
- Law Enforcement
- Fire Officials
- Ambulance
- Others

The **Building-Level Emergency Response Team** is responsible for selecting the following:

**Emergency Response Team** (Core group of actual responders, not to be confused with the Building-Level Emergency Response Team, which is a larger team for the purposes of planning and monitoring) which has the following representation:

- School Personnel
- Law Enforcement Officials
- Fire Officials
- Emergency Response Agencies

**Post-Incident Response Team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which has the following representation:

- Appropriate School Personnel
- Medical Personnel
- Mental Health Counselors
- Others (Psychologists, Social Workers, etc.)

## **Risk Reduction/Prevention and Intervention Strategies**

**Program Initiatives in the School District include:**

1. Non-violent conflict resolution training programs.
2. Peer mediation programs.
3. Extended day and other school safety programs.
4. Youth-run programs.
5. Mentors for students concerned with bullying/violence.
6. As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.), all students are educated on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.
7. The Fire Department conducts annual training in all school buildings.

**Training, Drills and Exercises**

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. Based on the determination of the District-Wide School Safety Team and the Building-Level Emergency Response Team, at a minimum, the following methods may be used:

- Early Go-home drill
- Live drill including shelter-in-place, hold-in-place, evacuation, lockdown, and lockout.
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Situational Drills
- Table-top exercises
- Emergency Response Team exercises
- Building pre-clearance searches

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include, but not be limited to, the Police and Fire Departments, Rescue and Ambulance Services, and the Local Office of Emergency Management. The school district, at least once every school year, shall conduct one test of its emergency response procedures under each of its Building-level Emergency Response Plans including sheltering, lockdown, or early dismissal.

**Implementation of School Security**

- All doors leading to outside exits are secured. Administration and the appropriate local authorities, if necessary, respond in the event of the alarm being activated.
- Persistence Prep Charter School will work collaboratively with local law enforcement, specifically the Buffalo Police Department, to assess the overall effectiveness of our school safety and emergency response protocols and procedures.
- The school will designate the Head of School & Director of Operations to communicate with parents. The primary function of this position will be to work with parents to ensure

optimal learning conditions for the student population. The team will acquire and disseminate information to the community, staff and students related to school safety and security. It is his/her responsibility to alert faculty when students may be considered at-risk due to traumatic experiences outside our learning community. Information regarding ongoing staff development pertaining to violence prevention and early detection and intervention will be disseminated by the Administration.

### **Vital Educational Agency Information**

- Each Building-Level Emergency Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.
- Persistence Prep Charter School utilizes PowerSchool, a school information system, designed to store extensive information regarding students and employees. PowerSchool tracks our student population, numbers of staff and key contact information

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

- All hazardous materials are secured and locked in a central location appropriately distanced from all instructional programs. Early Detection of Potentially Violent Behaviors The school acknowledges the importance of early recognition and intervention into conflicts and potentially violent behaviors.
- Persistence Prep Charter School teachers and staff receive an extensive amount of professional development training which aids them in identifying and addressing any behavior or emotional issues students may face. Quarterly scheduled student support team meetings with teachers provide ample room for staff discussion to address any safety concerns as a result of behavior or social-emotional concerns.
- Students and staff are encouraged to share information regarding any conflicts or potentially violent behaviors with an Administrator (and law enforcement when appropriate) so an investigation can commence.

### **Response - Notification and Activation**

In the event of a dangerous or violent incident, the Head of School or the Director of Operations or any other appropriate staff member will notify local law enforcement officials via 911. Buffalo Police Department and Buffalo Fire Department – 911.

#### **Notification and Activation**

- Law enforcement in a Violent Incident - Law enforcement officials will be immediately notified via 911 by the Head of School or any member of the Safety Team when deemed appropriate. Primary responders will be the Buffalo Police and Fire Departments but may also include the Erie County Sheriff's Department and the New York State Police.

- At the initiation of a threatening event, the Head of School or designee will activate the plan and notify the Safety Team as prescribed. Notifications to various police, fire and emergency/safety organizations will emanate from the Main Office which will serve as the Command Center whenever possible.
- Methods of communication within our building may include but will not be limited to, personal contact, telephone, 2-way radio, email or cell phone.
- Notification regarding early dismissal and/or emergency evacuations of the school will be communicated to the local media by the Head of School or designee.
- The Head of School and her designee will issue all internal and external communications, prepare news releases, and brief the media as appropriate. No other employee should provide information to the media regarding an emergency unless expressly authorized to do so by the Head of School.
- Information regarding any situation involving school safety will only be disseminated to the media through the Head of School's office.
- In the event of an emergency requiring immediate parent/guardian notification, the Head of School and/or her designee will authorize such notification by phone and any and all other effective means of communication, such as media broadcasts or other forms of electronic communication such as the school website and social media.
- Notifications for treatment for injury will be the primary responsibility of the School Nurse when available. If the Nurse is not present or in the event that she is treating multiple injuries, due notification will be made by the Head of School or her designee.

## Situational Responses

Persistence Prep Charter School believes that multi-hazard emergencies could potentially fall into one of the following three categories:

- **Natural Disasters** - Analysis of common weather patterns for our area suggest that the highest likelihood of a natural disaster would occur from a sudden winter storm. Severe thunderstorms with high winds have also been known to sometimes cause significant damage in our vicinity.
- **Man-made Disasters** - Persistence Prep Charter School has identified building-specific man-made disasters. Such disasters could include but not be limited to, plane crashes, toxic releases from highway accidents and chemical/hazardous material spills.
- **School Disasters** - Acts of violence, terrorism, fire, explosion, water line breaks, electrical malfunctions or toxic substance release could occur in our school. Therefore, procedures for managing these types of emergencies are included in the plan.

## Identification of Responses to Emergencies

- **Emergency School Closing** - School is closed or delayed in opening only when the weather or other emergency makes it impossible or unsafe to be in session. If it is necessary to close school or delay our start time, parents, students and staff will be notified in the early morning via the local media, email, push notification, text message, and a robo call. Please note: In the event that the Buffalo Public Schools is closed or delayed, PPACS will be as well.

- **Early Dismissal** - Because Persistence Prep Charter School students are transported by the Buffalo Public Schools, any/all early dismissals must be coordinated with them. Early dismissals occur only in extreme circumstances and the final decision to close would initially be made by the BPS. Although empowered to do so, Persistence Prep Charter School would only unilaterally close early with the clear understanding that parents/guardians would bear the responsibility of transportation. Early dismissal will only be invoked 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 students to a safe location where parents can pick them up. These locations could include but not be limited to a neighboring school or local church. The primary evacuation sites for Persistence Prep Charter School will be BUILD Academy.
- **Evacuation** - It is appropriate to evacuate a school building in the event of fire, explosion, some toxic chemical releases, earthquakes, some violent acts, or when ordered by law enforcement officials because of dangerous conditions in the immediate area.
- The signal to evacuate the building shall be given by radio or overhead announcement by the Head of School or designee. The same evacuation procedures as a fire drill should be followed. Additional verbal instructions may also be given.
- If an evacuation is ordered, all groups will evacuate the building as quickly as possible after all evacuation routes have been secured. Normal fire evacuation routes shall be used unless teachers are instructed otherwise.
- Teachers must bring their laptop or phone emergency clip board with them to the designated assembly point which will minimally be 75 feet away from the building. They will take attendance on paper or electronically and notify the Head of School of any missing students via a mobile application.
- No one will re-enter the building until an appropriate authority gives an all clear.
- **Evacuating to Another Site** - Depending upon the scope of the emergency and the projections of likely safe areas, designated gathering points for evacuated students and staff will be used. This information will be communicated by school administration as to the appropriate evacuation location and the (secured) route to get there.
- **Shelter In Place** - Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. In this event, students will normally remain in their classrooms, but groups may be taken to such places as the cafeteria. In the case of high winds and tornadoes, these areas may not be used, and students should be prepared to move into hallways. In the case of such an emergency, the Head of School shall give directions over the overhead or via walkie talkie.
- Teachers moving students from their classrooms must take their class lists and accompany their children to the designated area. Staff will stay with the students until formally relieved of their duties by a supervisor.
- **Shelter (Community)** - When the building may need to be used as a community disaster shelter site, or when students from another school are evacuated to that site, the Head of School or designee will staff the Command Post to coordinate activities and assist in communication. The School Safety Team will inspect the portion of the building to be used

prior to occupancy to assess its condition and inventory equipment. The assistance of available maintenance and custodial staff will be enlisted as well.

## **Types of Potential Emergencies**

- Aircraft Crash
- Air Raid/Emergency Procedures
- Armed Person, Hostage or Terrorist Activities
- Bomb Threats
- Bus Accident
- Chemical Accident
- Civil Disobedience; Student Disorder
- Explosion/Fire
- Flash Flood
- Flood
- Food Poisoning or Other Mass Illnesses
- Hazardous Material Spill Off School Premises
- Injury at Athletic Event
- Radiological Emergency
- Receipt of Suspicious Letter/Package
- Bio-terrorist threat
- Tornado, Severe Windstorm, Thunderstorm
- Utility Failure
- Winter Snow/Ice Storm
- Intruder

## **Responses to an Intruder or Other Building Emergency Situation**

- Immediately upon discovery, the Main Office will be notified of an impending emergency or stranger in the building or on campus. The Administrator in charge will then investigate the situation and thoroughly assess the threat level.
- If deemed appropriate, the Administrator in charge will alert staff through the use of personal contact and/or via overhead announcement or 2-way radio to lock down the building.
- Administrators and available faculty and support staff will then immediately conduct a building sweep for students in transit. This sweep will also focus on bathrooms and stairwells.
- Students in the cafeteria and other non-classroom areas or outside will remain in their respective areas with the present adult(s) in charge.
- Classroom staff will immediately:
  - Lock and close their doors
  - Keep students away from all doors and windows
  - Maintain absolute silence

- The Administrator in charge will direct the Main Office to call the appropriate authorities for assistance via 911 and the Main Office will serve as the Command Center.

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

Faculty and staff will receive professional development training in conflict resolution and de-escalation of potentially dangerous situations. The Head of School and the Director of Operations will be notified immediately of all implied or direct threats. The level of the threat will be determined through information gathering and the Head of School or her designee will contact local law enforcement officials if necessary. The situation will be closely monitored and appropriate adjustments will be carried out as necessary until the threat has dissipated or local law enforcement officials have taken control of the situation.

## **Responses to Bomb Threats, Threats of Violence**

Having acknowledged that the recognition and early intervention into potentially violent situations is critical, it shall be the policy of Persistence Prep Charter School to deal with all threats in a serious and deliberate manner. Depending on the imminent nature of the threat, the following procedures may be used by the school:

- The receiver of the threat should attempt to get all information possible from the caller/suspect.
- Receiver of the threat notifies the Head of School or designee who in turn notifies the School Safety Team. In the absence of the Head of School, the Chain of Command will be utilized. The Head of School will remain in the office to receive further directions. The Head of School's office will be designated as the Command Center.
- Contact the Buffalo Police Department if necessary. When in doubt, contact the police for their input and assistance. The police have authority that extends beyond the school. In addition, threats to personal safety may well constitute a violation of law and the person making the threat can be prosecuted. Prosecution in Criminal or Family Court provides another opportunity for intervention.
- The Head of School or Director of Operations will have floor plans and all other security materials. The Head of School or Director of Operations will initiate (with available staff) a visual search of the hallway for any unusual object. Nothing should be touched. If something out-of-the-norm is found, the staff member will directly report it to the Head of School.
- According to police authorities, urgent evacuation is NOT normally needed.
- Evacuation sites can include the cafeteria, another building, city streets, or buses. An external evacuation site and routes to it must be secured before anyone is to move to the area. This mirrors our fire drill procedure of street evacuation. We do not have the luxury of bus garages or fields, as we are in an urban location.
- If and once the evacuation is authorized, the Head of School and Director of Operations will lock all doors to the threatened floor. No public access will be allowed.
- Once all sites have been secured, the Head of School will be notified when to begin the evacuation of the building.
- Staff should take attendance information and leave the door open, yet locked. Students should take with them only those possessions that they brought to school.

- Staff should move students to the evacuation site and remain there for further instructions, as they would in a fire drill.
- Facility Director & Director of Operations (along with any chain of command staff) will assist police in a room-by-room search. The Head of School should remain in the office to receive information.
- Public communication about the bomb threat will come from the Head of School (or designee) as soon as possible after the conclusion of the incident:
  - A letter will be sent home (and mailed later) with the students to explain the event.
  - The staff will receive an email of this letter and, if appropriate, information gained during the threat. Some information may not be divulged due the needs of the law enforcement agencies and their pending investigation.
  - Any information sought by the media will be directed to and given out through the Head of School (or designee).
- The Buffalo Public Schools and the New York State Education Department will be notified of the bomb threat.

### **Hazardous Chemical/Substance Spill**

- The Head of School or/her designee will notify the Chain of Command of the situation.
- If warranted, the decision to evacuate the building will be done so by sounding the fire alarm as an evacuation warning. Before an evacuation is conducted, all routes out of the building must be determined to be safe and properly distanced from the hazardous area.
- The Buffalo Fire Department and New York DEC will be immediately notified if it is assessed that the problem exceeds the intervention of the Safety Team.

### **Fire**

- Fire drill procedures are posted prominently in every room and drills will be conducted as required. Fire drills are standard evacuations that are known as external evacuation. In virtually every instance, the alarms will sound as a recognized symbol necessitating evacuation.
- All staff members are involved in safely assisting children out of the building and to designated stations on surrounding Buffalo streets. Emergency response staff helps secure the building and leave last. The goal for the school is to evacuate in under two minutes.

### **Security of Crime Scene**

- The Head of School or designee is responsible for crime scene security until relieved by law enforcement officials.
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency as they may have subsequent significant evidentiary value.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

### **Acts of Violence - Zero Tolerance Policy for School Violence**

When an act of violence has occurred, regardless of whom it involves the Head of School or designee must quickly obtain all essential information to try to determine the degree of threat or danger and decide what actions might mitigate further risk.

- The Head of School or designee will be alerted immediately to react to the following situations and the Chain of Command will be followed.
- Determine the immediate need for Medical or Police assistance and initiate steps to ensure prompt notification.
- Monitor the situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures
- Students found to be engaged in violent behavior will receive a consequence at the discretion of the Head of School requires a parent conference with the Head of School and/or behavioral specialist to review the incident and prevent future occurrences.
- All disciplinary sanctions will be in accordance with the articles of the Persistence Prep Charter School Code of Conduct as set forth in the Student and Parent Handbook and related provisions found under the New York State Education Law, Regulations of the Commissioner of Education and other applicable local laws.
- Visitors participating in any violent acts on school grounds will be subject to appropriate sanctions as imposed by local law enforcement. All visitors are bound by the Board of Trustees policies as outlined in the Persistence Prep Charter School Code of Conduct. Violators will be subject to prosecution to the fullest extent of applicable laws when deemed appropriate.
- In keeping with the tenets of mandated reporting, child abuse reporting procedures will be followed for all acts of violence committed against students learned to have occurred in or outside of school.

#### **Response Protocols**

- The Chain of Command will be utilized in response to all emergencies.
- The Head of school will ultimately make decisions based on input from the team.
- The Head of school will determine how best to disseminate information using a variety of means including the school website, telephone, mail, and local media.

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

- The Head of school 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.
- In the event of a potentially life-threatening situation or a person in dire need of immediate medical attention, any adult should call 911.
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#### **Procedures for Obtaining Advice and Assistance from Local Government Officials**

- Upon approval of the Persistence Prep Charter School Safety Plan, the members of the Chain of Command will meet with appropriate officials within Buffalo to disseminate the plan. The Head of school will contact the highest-ranking local government official to seek advice and assistance. The school will identify resources for an emergency from: the Red Cross, the Salvation Army, the Resource Council, and the Buffalo Police and Fire Departments.

## **Cardiac Emergency Response Annex**

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

### **Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:**

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or “passes out”
- Not responsive
- Abnormal breathing
- No pulse

Steps to take in school building, on school grounds, or at athletic events

#### **1. Ensure scene safety**

- Survey the area to protect victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)

#### **2. Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)**

- Follow 911 emergency dispatcher’s instructions.
- Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) school personnel and notify administration or designee\*.

#### **3. CPR by CPR/AED certified school personnel**

- Check for breathing- if none or person gasping begin CPR immediately.

#### **4. Defibrillation by CPR/AED certified school personnel**

- Use an AED to restore the heart to its normal rhythm.

#### **5. EMS assumes lead upon arrival.**

- If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.
- Be prepared to download the school’s AED data onto flash drive to provide to EMS to give to the emergency department’s physician.

#### **6. School administration or designee notifies**

- parent/guardian or staff member’s emergency contact in accordance with district policy.

#### **7. Document**

- In accordance with district policy, document event including observations, all steps taken and by whom, who was notified, and information reported to EMS.

#### **8. Hold a post event debriefing**

\*Emergency contact numbers for obtaining help:

Number to call for help in school building

Number to call for help on school grounds

Number to call to notify if SCA occurs at offsite location  
Secondary contact number if primary not available

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

- As Buffalo Public Schools are responsible for meeting the transportation needs of our students, we cannot rely on transportation for the purposes of school-wide evacuation. All building evacuations will be on foot and commence at the designated area(s).
- Depending on need and the scope of the emergency, additional help may be sought from neighboring schools, such as **Build Academy**.
- Depending on need and the scope of the emergency, additional help may be sought from the following sources:
  1. Buffalo Fire Department
  2. Emergency Medical Services
  3. Buffalo Police Department
  4. Erie County Sheriff's Department
  5. New York State Police

### **Protective Action Options**

Should an emergency occur at PPACS, the Head of school will gather the School Safety Team to formulate an appropriate plan of action following the procedures outlined earlier in this document for confronting and rectifying specific emergency situations. The Head of school or her designee may declare a school emergency and implement the procedures set forth in this document. The office of the Head of school shall become the Command Center and the Chain of Command shall report to the Command Center. The Head of school shall remain in charge until local law enforcement or emergency response personnel are on the scene and take command of the situation. The following steps will occur in an actual emergency:

1. Take control once informed of the emergency situation
2. Gather information and make appropriate decisions
3. Order evacuation if necessary
4. Contact appropriate law enforcement authorities as necessary
5. Turn control of emergency situations over to law enforcement as required
6. Test the emergency response procedures on an annual basis
7. Meet with local government official to seek advice and assistance

### **Recovery**

Persistence Prep Charter School will support its staff members and students in dealing with an emergency by providing adequate training regarding the identification and prevention of violence as well as training in appropriate responses.

- 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 Head of school and members of her immediate staff. Needed and appropriate alterations in the safety plans 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 city and county mental health agencies for assistance, guidance and trained personnel, as needed.
- The School Safety Team will meet to review the specific incident to determine if the school's response plan was adhered to and if any improvements are needed to enhance the plan. This review may, depending on the nature and degree of the incident, include input from representatives of local emergency response agencies. Post Incident Response Guide The following guide provides suggestions on how to proceed after a crisis has occurred and there is no longer an imminent threat to the school or its occupants. For the purposes of this guide, a crisis is defined as a sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death. The Building-level Post-incident Response Team will have the responsibility of assisting the school community in coping with the aftermath of a serious violent incident or emergency. It is likely however that these duties and responsibilities will be shared by members of the Building-level School Safety Team and the remainder of the school community.
- Post-incident Response Team members should convene at the earliest possible time following the crisis for a meeting to help the Head of school prepare a written statement for the staff to be presented at the Emergency Staff Meeting.
- The Team should review all roles in providing support during the day of the critical incident and make recommendations to improve functions when appropriate.
- Meet with the Head of school, following staff debriefing, to process the day's events and prepare for the next school day.
- Meet daily, for as many days as necessary, to process events and decide measures needed to meet the needs of students, staff, family and community.
- Solicit and encourage feedback from students, staff, family and community. This feedback will be recorded and help guide future modifications to the plan.

### **Extreme heat conditions.**

Schools must include in their building-level SAVE plan policies and procedures for responding to extreme heat conditions. According to Education Law § 409-n, schools are required to evacuate students and staff members if indoor temperatures reach 88°F, except in kitchens used for food preparation. The temperature must be measured at a shaded location, three feet above the floor, and near the center of the room. Additionally, if temperatures reach 82°F, schools must take action to relieve heat-related discomfort. These actions may include, but are not limited to, turning off overhead lights, lowering shades or blinds, using fans, opening classroom doors and windows to increase circulation, turning off unused heat-producing electronics, and providing water breaks.

## **Appendix A: Fact Sheet**

Persistence Prep Charter School  
378 Urban Street  
Buffalo, NY 14211

Head of School: Joelle Formato  
Director of Operations: Adria Sortino  
Population: 486 Students  
Total Classrooms: 21

Transportation Needs: 18-22 buses supplied by the Buffalo Public Schools, outside districts include: Ken-Ton, Cheektowaga, Lackawanna, West Seneca, Sweet home, and North Tonawanda.

Law Enforcement Agencies:

- Buffalo Police Department - 911
- Buffalo Police Department, C-District- 716-851-4412
- Erie County Sheriff's Department – 911
- New York State Police - 911 Fire and Rescue Agency:
- Buffalo Fire Department – 911
- Special Needs for students or staff when evacuating the building

## **Appendix B: Persistence Prep Chain of Command**

|                            |                                                                         |
|----------------------------|-------------------------------------------------------------------------|
| <b>Joelle Formato</b>      | <b>Head of School<br/>(PPACS)</b>                                       |
| <b>Adria Sortino</b>       | <b>Director of Operations<br/>(PPACS)</b>                               |
| <b>Jasmine Mungo</b>       | <b>Middle School Principal (PPACS)</b>                                  |
| <b>Allison Gunkler</b>     | <b>Operations Manager<br/>(PPACS)</b>                                   |
| <b>Bobbi Finnichio</b>     | <b>Board of Trustees</b>                                                |
| <b>Kevin Celniker</b>      | <b>Board of Trustees</b>                                                |
| <b>Jamie Skretny</b>       | <b>Facilities Manger</b>                                                |
| <b>Captain Aaron Young</b> | <b>Buffalo Police Department<br/>C-District School Resource Officer</b> |
| <b>Marvin Spates</b>       | <b>Fire Department</b>                                                  |

