



## **School Safety Plans and Teams Policy**

Emergencies and violent incidents in schools are critical issues that must be addressed in a expeditious and effective manner. The Cardinal McCloskey Community Charter School (“CMCCS” or the “School”) maintains a School-level Safety Plan and Team and a building-level emergency response plan(s) regarding crisis intervention and emergency response management. The team and plan(s) are designed to prevent or minimize the effects of serious violent incidents and emergencies, including declared state and local disaster emergencies and to facilitate the School’s coordination with state and local resources. The plans also address risk reduction/prevention, response, and recovery with respect to a variety of emergencies and violent incidents in the School.

### **School Safety Team and Plan**

The School Safety Team is comprised of administrators, teachers, safety personnel and support personnel. The team is responsible for the development and review of a School-level Safety Plan. The plan covers all School building(s) and addresses crisis intervention and emergency response and management at the School level. It will include all those elements required by law and regulation.

The Principal or designee will be the School’s chief emergency officer and will coordinate communication between School staff and law enforcement and first responders. The chief emergency officer will ensure that all staff understand the School-level Safety Plan and receive annual training on building-level emergency response plan (including all elements required by state law and regulations), violence prevention and mental health, and will also ensure that School-level and building-level plans are completed, reviewed annually, and updated as needed and in accordance with law. The chief emergency officer will ensure that required evacuation, emergency dismissal, and lockdown drills are conducted.

The School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies, or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes School violence;
- Written information on early detection of potentially violent behavior;
- A description of the School’s Violence Prevention Program and Safety Plan;
- Information on how to report incidents of violence including threats and verbal abuse;
- How to recognize and respond to School security hazards;



- Review of measures implemented to prevent School violence such as the use of security equipment and safety procedures and how to diffuse hostile situations;
- How to summon assistance in the event of an emergency;
- Special procedures for bomb threats, hostage-taking, intrusions, and kidnapping; and
- Post-incident procedures including medical follow-up and the availability of counseling and referral.

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School Safety Plan.

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

The Principal is responsible for appointing the building-level emergency response team. The emergency response team is responsible for the development and review of a building-level emergency response plan for each School building. The plan(s) will address response to emergency situations, such as those requiring evacuation, sheltering and lock-down at the building level and will include all components required by law and regulation. These confidential plans will include evacuation routes, shelter sites, medical needs, transportation, and emergency notification of parents/guardians.

### **Annual Review and Adoption**

Each plan will be annually reviewed and updated, if necessary, by the appropriate team in July. In conducting the review, the appropriate individuals will consider any changes in personnel, local conditions, and other factors, including an evaluation of the results of the emergency response procedures that may necessitate updating of plans. If the plan requires no changes, then it will remain in effect. If the plan requires change, it will be submitted to the Board of Trustees (the "Board") in time to allow thirty (30) days of public comment and to hold a public hearing which provides for the participation of School personnel, students, and other interested parties prior to Board adoption. All plans must be adopted by the Board by September 1.

The Principal is responsible for submitting the School-level Safety Plan and any amendments as required by law and regulation within thirty (30) days after its adoption, no later than October 1<sup>st</sup> each school year. The School-level plan will be posted to the School's website. The Principal or designee is responsible for submitting the building-level emergency response plan and any amendments to the plan as required by law and regulation within thirty (30) days after its adoption, but no later than October 1<sup>st</sup> of each school year.