

**Manhattan Charter Schools**  
**2023-2024 PROJECT SAVE**  
**PLAN**

(Safe Schools Against Violence in  
Education)

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## INTRODUCTION

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and human-caused disasters. To address these threats, 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 schools.

Charter schools are considered districts in and of themselves. Therefore, this document serves as the District Level Project SAVE School Safety Plan for Manhattan Charter Schools.

Our goals in creating and implementing our School SAVE Safety Plan are:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions.
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies.
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

Plans will be produced for multi-hazard situations and will include plans for early dismissal.

### Key School Data:

- Executive Director: Tamara Cooper
- Director of Talent & Operations: Ariel Rutigliano
- Manhattan Charter School is located at 100 Attorney Street, NY, NY 10002
  - 212-533-2743
  - Principal: Amy Salazar
  - K – 5<sup>th</sup> grade
- Manhattan Charter School 2 is located at 220 Henry Street, NY, NY 10002
  - 212-9643792
  - Principal: Jaqueline Crabtree
  - K – 5<sup>th</sup> grade
- The plan is posted here.

## **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

### **A. Purpose**

The Manhattan Charter Schools School Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Trustees of Manhattan Charter School (the 'Board'), a Manhattan Charter Schools School Safety Team was created and charged with the development and maintenance of the Manhattan Charter Schools School Safety Plan.

The Plan was developed by the School Safety Team, following Safety Plan guidelines distributed by NYSED. The Safety Team will review emergency response plans with security professionals.

Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and well-considered planning. We will conduct tabletop and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

The plan also includes provisions for a Workplace Safety and Loss Prevention Program in compliance with Industrial Code Rule 59.

### **B. School Safety Team**

The Manhattan Charter Schools School Safety Team will be comprised of, but not limited to, representatives from the Board of Trustees, administration, parents, students, faculty, school safety personnel, and other school personnel. The School Safety Team, charged with developing a School Safety (SAVE) Plan, has been identified as follows:

#### School Safety Team

Executive Director	Tamara Cooper
Director of Talent & Operations	Ariel Rutigliano
Principal MCS	Amy Salazar
Assistant Principal MCS	Laura Nieves
Principal MCS2	Jacqueline Crabtree
Special Education Coordinator	Cindy Aslan
Parent Relations and Attendance Coordinator	Laura Giustacori

### **C. Concept of Operations**

The initial response to all emergencies at Manhattan Charter Schools will be by available members of the School Safety Team. Upon activation of the School Safety Team, local emergency officials and the Board of Trustees will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required.

### **D. Access to Floor Plans**

A set of floor plans and a diagram indicating School Evacuation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of the School Safety Planning process. Every member of the School Safety Team will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official School Safety Binder (maintained in the Main Office).

### **E. Plan Review and Public Comment**

Pursuant to the Commissioner's Regulation, Section 155.17(e)(3), a summary of this Plan will be made available for public comment at least 30 days prior to its adoption. We will include representatives of all key School constituents and interested parties in the development and review of this plan, including a review at a Family Association meeting.

The Final Plan will be formally adopted by the Board. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted and the Final Plan approved.

Our Safety Plan will remain confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

This Plan will be reviewed annually and will be maintained by the School Safety Team.

## **SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES**

### **Prevention/Intervention Strategies**

Manhattan Charter Schools believes strongly in implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Drills/Exercises/ Student Training, School Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency contact information as per the below:

#### *Prevention Programs*

- Responsive Classroom - is an evidence-based approach to teaching and discipline that focuses on engaging academics, building a positive community, effective management, and developmental awareness. The goal is to create safe, joyful, and engaging classrooms and school communities where students develop strong social and academic skills, and every student can thrive.
- Manhattan Charter Schools will also create a positive, safe learning environment for students by creating and implementing school schedules that minimize potential for conflicts or altercations.

#### *Building Personnel Training*

- In preparation for planning and executing drills, the Safety Team will review information/guidance on the NYSED and New York State Center for School Safety websites as well as Safety Plans from other schools.
- When hiring school safety/security personnel, the school will ensure all personnel have the appropriate background (experience and training) to fulfill their role, including training in how to de-escalate potentially violent situations.
- The schools will review the detail of its Safety Plans with all faculty and staff on a yearly basis (including all plan logistics, roles and responsibilities, and back up plans), ensuring all are clear on all roles and responsibilities as well as logistics.
- At least two members of the Manhattan Charter Schools School Safety Team will take CPR and AED training.

#### *Drills / Exercises / Student Training*

- The schools will review all emergency response plans with students on a yearly basis, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- The schools will conduct mandated actual safety drills that test components of the School Safety Plan.

Other School safety protocols include:

- Only the front door of the schools will be open at the start of the school day.
- All school visitors will be required to show identification upon entering the school building and to sign in at the main office. All visitors must be sent to the main office.
- All visitors will be escorted to their destination. Visitors may never wander unescorted in any part of the schools.
- The principals will be provided with portable radios to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

#### *Coordination with Emergency Officials*

- The principal (School Safety Team Lead), Assistant Principal, or Director of Talent & Operations will contact local emergency officials to review Emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills.

#### *Maintenance of Vital Education Agency Information*

An updated School Staff contact list (with cell phone numbers) will be maintained by the Director of Talent & Operations and placed within the Schools School Safety Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). The schools will also maintain an Emergency Contact Binder with Emergency Contact information for each student.

## **SECTION III: RESPONSE**

### **A. Assignment of Responsibilities**

The chain of command at Manhattan Charter Schools in the case of emergencies is as follows:

1. Principal
2. Director of Talent & Operations
3. Assistant Principals
4. School Associate
5. Administrative Assistant

### **B. Continuation of Operations**

- In the event of an emergency, the principal or his/her designee will serve as Incident Commander. A member of the local emergency response team may replace the School Incident Commander.
- After relinquishing command, the principal or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will follow the Chain of Command outlined above to ensure continuity of operations.

### **C. Notification and Activation (Internal and External Communications)**

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- School Intercom
- School Phone system
- Cell Phones of School Safety Team and staff
- Portable radios (supplied to School Safety Team members)
- E-mail
- Robocall protocol

Standard notification protocol will be for:

- Notification of an incident or hazard development to the Principal, Director of Talent & Operations, or Assistant Principal as soon as possible following its detection



- In the event of an emergency, the Principal, Director of Talent & Operations, or Assistant Principal will notify all building occupants to take appropriate action.

Also, upon the occurrence of a violent incident, the Principal, Director of Talent & Operations, or Assistant Principal will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School Safety Binder in the Main Office. The principal will also have a soft copy of this document on file, and a hard copy in their office.

In the event of disaster or violent act, as necessary the Principal, Director of Talent & Operations, or Assistant Principal will also notify the Executive Director, and all staff if immediate communication is required,

As necessary, the school will notify parents of a violent incident or early dismissal through use of the school's robocall protocols and/or e-mail. Parent contact information will be maintained on Student Emergency Contact forms, and with a school-wide email group, and in a controlled and dedicated robocall telephone list.

***For all Situations:***

- Parents - The Principal, in consultation with the Director of Talent & Operations and Assistant Principal, will determine if / when parents need to be informed and will activate the appropriate notification measures.
- Media - The Principal will determine if / when the media needs to be informed and will make a public statement or media address in consultation with the Director of Talent & Operations, Assistant Principal, and Board of Trustees.
- The School Safety Team will convene within 48 hours of an event to conduct a Situation Debrief. The debrief process will include soliciting input from other school constituencies such as teaching staff, security and administrative staff, support providers, parents, and students (as appropriate). The results of this debrief will form a "lessons learned" document that will inform future plan updates.

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

As necessary, the principal will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/ Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the Principal and Director of Talent & Operations in their offices.

A record will be maintained of all Local Government Emergency Assistance requests and responses.

As necessary, the principal will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. Contact names and numbers for all relevant local government officials and agencies, and the Red Cross will be maintained in the School Emergency/ Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the Principal and Director of Talent & Operations in their offices.

A record will be maintained of all Local Government Officials and Agencies' requests and responses.

#### **SECTION IV: RECOVERY**

Manhattan Charter Schools will include, but not be limited to:

Short term:

- Mental health counseling for staff and students.
- Building security.
- Facility restoration.
- Post Incident Critique

Long term:

- Mental health counseling for staff and students.
- Building security.
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

Manhattan Charter Schools will coordinate with statewide plans for disaster mental health services to ensure that the schools have access to federal, state, and local mental health resources in the event of a violent incident.

After the recovery stage of any incident, the Manhattan Charter School Safety Team will conduct an internal debrief that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.