



Building Safety Plan

At PAVE Academy, our mission is to prepare our Kindergarten to 8th-grade students to thrive in competitive high schools and four-year colleges. The fulfillment of this mission is contingent upon our ability to create and maintain learning environments at our school where students and staff feel safe from danger and harm.

Emergencies and violent incidents in school are critical issues that must be addressed in an expeditious and effective manner. 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.

PAVE Academy's Safety Plan is designed to prevent or minimize and effectively manage the effects of serious violent incidents and emergencies, and to facilitate the coordination of the school leaders with local resources in the event of such incidents or emergencies. The plan is responsive to the needs of all students and staff and is consistent with the more detailed emergency response plans required at the school building level.

The following pages outline our school's approach to maintaining the safety and well-being of our scholars, staff, and our general community.

Section I: General Considerations and Planning Guidelines Purpose

PAVE Academy's School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and thoughtful planning. We will conduct walk-throughs and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

School-Based Safety Team:

At PAVE Academy, we operate under the assumption that all adults that work in our school are responsible for ensuring the safety of all students, in accordance with our school's safety plan. The



school safety team, however, is the school-based team that is formally responsible for coordinating with other participants of the building response team in the planning, management, and maintenance of our building-wide safety plan.

The specific duties of the School Safety team shall include the development, review, and updates of the School-wide Safety Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the School-wide Safety Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Teams at each school as necessary.
5. Coordinate as needed with NYC health and emergency departments to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the School Safety Plan.
7. Conduct all other business as deemed necessary.

The school safety team is also utilized for emergency management within the building. The team is composed of the school's Director of Operations, other operational staff/leaders, the facilities manager, and at least two other appointed teammates.

The initial response to all emergencies at PAVE Academy will be led by the Executive Director, Director of Operations and Principals. Upon activation of the School-Wide Safety Team, local emergency officials and the Board of Directors will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required.

Building Response Team (BRT):

Building Response Team is a building-wide team that is the core of the building's emergency response plan. The team manages the information and actions taken in relation to an emergency



alert. Participants are trained and prepared to fulfill specific responsibilities. The BRT is activated for every incident.

At PAVE Academy, the school-based safety team assigns staff to the following roles:

- **Emergency Officer:** Provide leadership and guidance to BRT members during an Emergency
- **Incident Assessor:** Conduct an on-scene first assessment of the incident or emergency to assess the severity of the situation
- **Special Needs Coordinator:** Primary point of contact when issues with special needs students and staff arise during an emergency. Collect information on missing individuals with special needs
- **Post-Incident Response Team:** The post-incident response team is comprised of current staff members well-versed in these issues, including social workers, our Director of Operations, Executive Director, Deans of Student Culture, Facilities Manager, and any mental health experts who could help to repair the physical and emotional damage caused by any disaster, as necessary.

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. 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 Building-Level Emergency Response Plans 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.

A required annual review will be completed on or before July 1 of each year, after its adoption by the PAVE Academy Board of Directors.



Section II: Risk Reduction/Intervention Strategies

A. Prevention/Intervention Strategies

PROGRAM INITIATIVES

PAVE Academy has established a number of programs to create a positive, safe learning environment for students and staff and strives to minimize conflicts and altercations.

- Character Education: PAVE Academy aims to create self-aware, reflective and disciplined learners. Character Education, both the articulation of the school's core values and the day-to-day demonstration of these values is an essential component of our approach.
- Mandated Counseling: For students that have this service on their Individualized Education Program (IEP).
- Counseling: For students that do not have an IEP. Counselor observations and parent reports informs necessity and the effectiveness of the counseling sessions. The frequency of the observations is determined by the counselor based on each individual case.
- Monthly Parent Events: The leadership teams of both the elementary and middle schools hold monthly events throughout the school year to increase parent participation and involvement and work as a way to inform our community of additional ways they can help support outside of the school.
- Community Meetings: These assemblies are used as a platform to teach and Reinforce PAVE's core values. These meetings are also an opportunity to create dialogue about current cultural and/or social issues that affect our community.

TRAINING AND BUILDING SAFETY STRATEGIES

PAVE Academy utilizes a variety of intervention strategies to reduce risk and prevent critical incidents:

- Training for school leaders working in an incident control capacity may include:
 - Individual and group de-escalation techniques;
 - Non-violent conflict resolution skills; and
 - Peer mediation
- Training for teachers includes early detection of potentially violent behaviors expert guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff annually.

- Procedures relating to building security including utilization of staff and security equipment are as follows:
 - All authorized staff members are expected to carry their classroom/office keys and a charged cell phone at all times. All school safety team members are expected to carry a walkie talkie at all times.
 - After the designated start time of the school day, each exit door will be appropriately secured.
 - All visitors must report to a designated single point of entry to be approved for entry utilizing the visitor check-in system before proceeding further into the building. If authorized, an identification badge will be issued, which must be visible at all times while the visitor is on school property.
 - All contractors assigned to work in any building must first be authorized for entry utilizing the visitor check-in system.
 - All deliverables and delivery personnel must first be authorized for entry utilizing the visitor check-in system. If authorized, an identification badge will be issued which must be visible at all times while the delivery personnel are on school property.

PAVE Academy continually investigates other security measures to ensure schools are as safe as possible. Security measures include:

- Security personnel
- Surveillance cameras
- Door-lock (buzzer) entry systems
- Portable Radios
- Alarm Systems
- Single or limited points of entry
- Visitor Check-In System

DRILLS AND EXERCISES

Our Director of Operations completes the required Emergency Management Training provided by the NYC Department Of Education or sends a qualified designee. The information received during this training is presented to the whole staff as part of the professional development that occurs prior to the start of each school year and during the first week of work for new hires. In addition,



operational and administrative staff participate in First Aid/CPR/AED training on a biannual basis.

PAVE Academy practices the following drills throughout the school year.

- **Evacuations and Lockdown Drills:** will be conducted during school days with staff and students twelve (12) times annually (August – June). Eight of all such drills shall be evacuation drills. Four of all such required drills shall be lockdown drills. The first eight (8) drills shall be conducted prior to December 31st of each school year. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.
- **Medical Emergencies and Code Blue Drill:** is will be conducted by a contracted member of the NYC Department of Education. This member observes the drill and provides feedback to all participants.
- **Shelter In Drills:** PAVE Academy will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols.
- **Bus Evacuation Drills:** A minimum of three such drills shall be held on each school bus during the school year, the first to be conducted during the first seven days of school, the second between November 1st and December 31st, and the third between March 1st and April 30th.

Each Building-Level Emergency Response Team shall conduct post-drill debriefings and will complete a drill evaluation form that will be submitted to the District-wide safety team for periodic review. Each Building-level Emergency Response Team and representatives of the District administration engage in tabletop exercises facilitated by the District’s emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The District may opt to conduct functional exercises with emergency response agencies to involve staff, students, and parents in realistic drills.

The Building Response Team (BRT) meets throughout the school year to perform safety drills and evaluate the effectiveness of the response to practice safety drills.

HAZARD IDENTIFICATION

PAVE will identify and locate areas of potential emergencies in and around its building. The Facilities Manager and Director of Operations will locate these sites.

1. These sites shall include electrical, gas, heating, ventilation, water supply, and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
3. Potentially dangerous sites indicated below that are contained within school property, will be checked regularly and inspected by the Facilities Manager on a regular schedule, at least annually. They include but are not limited to:
 - Electrical panels/shut-offs
 - Gas lines/shut-off
 - Gas appliances
 - Heating plant
 - Sewage system
 - Structural failure
 - HVAC
 - Water supply/shut-off
 - Chemical storage and cleaning supplies
 - Paper supply storage
 - Science rooms and labs
 - Isolated areas near the school
 - Nearby aqueduct, streams, ponds, rivers (flooding)
 - Steep areas near the school
 - Unprotected exterior gas/electric, air conditioning supplies or equipment
 - Playground equipment

PRIVATE SECURITY OFFICERS

DUTIES AND TRAINING

Primarily responsible for

- enforcement of the visitor protocols
- perform perimeter patrols
- detection of hazards
- deter and report unlawful activity



- provide escorts for parents and students when needed
- actively monitor the building and support the staff with student safety and traffic

Required training includes:

1. School violence prevention and intervention training
2. Site-specific training including review of all manuals (e.g., school district policies, Code of Conduct, School Safety Plan, School Handbook, etc).
3. Right-to-know training
4. New York State Security Guard License
5. PAVE specific Emergency Preparedness Training

Section III: Response

A. Notification and Activation (Internal and External Communications)

Staff members of PAVE Academy have been instructed to contact 911 if they are faced with a situation that they believe requires interventions by local law enforcement. They are then instructed to immediately contact a School Safety Team member. The School Safety Team Member will take the lead on the incident. If necessary, the following steps will be taken in the order listed:

1. The Principal or Director of Operations will instruct a member of the BRT to call 911 to request law enforcement intervention, if not already done so.
2. The School Safety Team Member will inform the Security Guard or Operations Team Member to use the school-wide PA system to announce any actions that need to be taken (soft lockdown, hard lockdown, emergency evacuation, shelter in).
3. The School Safety Team Member will send members of the BRT to respond to the location of the incident to isolate any members displaying unsafe, violent behavior and/or any members requiring medical assistance.
4. Any siblings of involved parties will be escorted to the Leadership Office where they will be held until the situation is resolved.
5. A member of the BRT will print out any contact and guardian information for all students directly involved for those that require law enforcement intervention and those that require medical assistance. This information will be provided to emergency personnel.

6. A member of the BRT will contact the parent/guardian of the involved parties.
7. School social workers or a member Culture Team will call the guardians of any students that are directly involved.
8. A member of the operations or leadership team will stand by the school entrance to provide support to any families that may be in the area during the time of the incident. This staff member will be informed of all involved scholars so that s/he is equipped to respond to families in the following ways:
 - a. If they are a parent/guardian of a scholar that is not involved: “We are dealing with a situation within the school. Emergency services have been called and the parents of any involved scholars are being contacted. Please be patient as we work to resolve this”.
 - b. If they are a parent/guardian of a scholar that is involved:
 - i. Escort them to the designated location within the building
 - ii. Connect them with emergency personnel
 - iii. Reunite them with any siblings of the involved party
 - iv. Connect them with a social worker, if necessary
9. A member of the BRT will wait in the lobby ready to escort emergency personnel to the incident.
10. If we need to contact all families in relation to the event (e.g. Early Dismissal, relocation) PAVE will utilize School Messenger to send an automated message via phone (voice/text) and email. If appropriate, we may use our social media to post notifications.

RESPONSE PROTOCOLS

SCHOOL CANCELLATION

- The Executive Director or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- A member of the Operations Team will post the information on the website and social media sites utilized by PAVE Academy.
- A member of the Operations team will send emails to all families, school support staff, and third-party vendors.



EARLY DISMISSAL

- The Executive Director or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- An Operations Team Member will designate people to arrange transportation for students.
- An Operations Team Member will post the information on the website and social media sites utilized by PAVE Academy.

EVACUATION

- Any adult within the building has the authority to deem a situation worthy of an evacuation and pull the fire alarm.
- Once evacuation is activated, The BRT Leader or their designee will determine the level of the threat and if further communication steps are necessary.
- If deemed necessary:
 - The BRT Leader will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
 - The School Safety Guard will clear all evacuation routes and sites prior to evacuation.
 - Principals will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the BRT Leader or their designee any missing staff or students.

SHELTERING SITES (INTERNAL AND EXTERNAL)

- The BRT Leader or their designee will determine the level of the threat and communicate with principals.
- Principals will move all staff and students to pre-arranged sheltering sites as outlined in building plans. They will report to the BRT Leader any missing staff or students.
- The Operations Team member will make appropriate arrangements for human needs in the event of a long-term situation.

General Response Protocols

PAVE Academy will adhere to the NYC Department of Education's General Response Protocol so as to best coordinate with emergency respondents and other schools if needed.

Shelter in Place: The General Response Protocol for a Shelter in Place is as follows:

- There is a Public Address announcement made two times:
 - “Attention. This is a shelter-in. Secure the exit doors”.
 - The Shelter-in directive stays in effect until it is ended by a Public Address announcement. “The Shelter- in has been lifted”.
- Students are taught to:
 - Remain inside the building
 - Conduct business as usual
 - Respond to specific staff directions
- Teachers are trained to:
 - Be more aware of their surroundings
 - Follow any additional directions provided via the Public Address announcement.
 - Conduct business as usual Evacuations.

Evacuations: The General Response Protocol for Evacuations is as follows:

- The fire alarm system alerts to staff and students to start an evacuation.
- Students are trained to:
 - Leave belongings behind
 - Form a single file line
 - In cold weather, students should be reminded to take their coats. Students without winter coats will be taken to a safe, warm location as quickly as possible.
- Teachers are trained to:
 - Grab evacuation folder (with student emergency contact information and Assembly cards).
 - Lead students to evacuation location as identified on Fire Drill Posters.
 - Always listen for additional directions.
 - Take attendance and account for students.
 - Report injuries, problems, or missing students to school staff and first responders using the Assembly Card method.

Lockdowns: The General Response Protocol for Lockdowns is as follows:

- **Soft Lockdown: No Imminent Danger**
 - Administrative teams, Building Response Teams, and School Security guards will meet at the designated command post for further direction.

- **Hard Lockdown: Imminent Danger**
 - No one should sweep the school in a hard lockdown. All individuals, including School Security Guard, will take appropriate lockdown action and await the arrival of first responders.
- **In any Lockdown**
 - Public Address (PA) announcement will be made two times: Attention: “We are now in soft/ hard lockdown. Take proper action”.
 - Students are trained to move out of sight and keep silent.
 - Teachers are trained to:
 - Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
 - Move out of sight and keep silent.
 - Wait for first responders to open doors.

Situational Responses

Responses to Acts of Violence: Implied or Direct Threats

PAVE Academy has established policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves, which include suicide. All threats of violence are taken seriously at PAVE Academy. Threats of violence from children will be reported to their parents as well as police and/or ACS based on the situation and appropriateness as determined by the Principal, Social Worker, and school nurse (if necessary). The Principal and Social Worker will take appropriate follow-up actions.

Threats of violence from adults will be reported to the police. All threats of suicide are considered serious. In emergency situations, school personnel will call 911. Staff must follow up with the person that heard or learned of the threat and gather details. A member of the School Leadership Team should notify the Director of Operations, School Social Worker for risk assessment, and the parents or guardians of the student. School staff will encourage parents to take the student to ER for risk assessment. School staff will provide parents with mental health resources including referrals and mental health contact numbers.

PAVE Academy has established policies and procedures for responding to acts of violence by students, teachers, other school personnel, as well as visitors to the school. When a student engages in behavior that poses a substantial risk of serious injury to the student or others, School Leaders must determine the appropriate way to manage the behavior and consider whether the situation can be safely de-escalated by school staff as set forth below. In such situations, the following procedures must be followed:

1. The Principal or Director of Operations must be notified of the situation and must attempt to reach the parent.
2. If the staff member is unable to de-escalate the behavior, the staff member should seek assistance from other appropriate staff who are CPI trained.
3. Where a student's behavior poses an imminent and substantial risk of serious injury to him/herself or others and the situation cannot be safely addressed by school staff or the support services set forth above, the Principal or Director of Operations must call 911. In such situations where it is not practicable to contact the Principal or Director of Operations, the responding staff member/School Security Guard must call 911 and immediately thereafter notify the Principal or Director of Operations.

Mandated Reporting

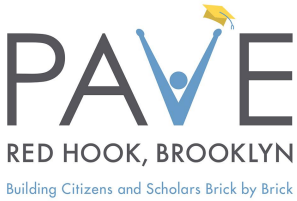
Members of PAVE Academy staff are known as “Mandated Reporters”, in compliance with state law. If a member of the staff suspects that a child is being abused or neglected, they are obligated to report their suspicion to the Administration for Children's Services (ACS). Signs of abuse or neglect may include but are not limited to; patterns of lateness to school and absence from school, late pick-up from school or the school bus, consistently unkempt or dirty clothing, and signs of physical abuse. If a staff member suspects abuse or neglect, they should inform their supervisor and consult with the Social Worker to help facilitate the next steps

Section IV: Recovery

PAVE Academy's Recovery (Post Incident Responses) will include, but not be limited to:

Short term:

- Mental health counseling for staff and students
- Additional building security



- Facility Restoration
- Post Incident Critique – After the recovery stage of any incident, PAVE Academy’s BRT Team will conduct an internal Post Mortem 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.

Long Term:

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