



# **Westminster Community Charter School**

BEDS CODE 140600860874

## **District Safety Plan 2023-2024**

NOTE: all sensitive/confidential information has been removed from this plan

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# Westminster Community Charter School

## District Safety Plan

### 1. INTRODUCTION

The Westminster Community Charter School (WCCS) District (hereinafter known as “District”) considers health, safety and security of its students, staff, and visitors to be of the utmost importance and recognizes the responsibility to provide a safe learning environment. WCCS supports the Safe Schools Against Violence in Education (SAVE) Act and will facilitate the planning process to be prepared, protect its students, and staff, and disseminate information quickly to parents and guardians.

#### 1.1 Purpose

The District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. District-Wide School Safety Plan is responsive to the school’s needs within the district and is consistent with the more detailed Building-Level Emergency Response Plans required at the school building level. 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.

#### 1.2 Vital Educational Agency Information

The information contained in the table below provides a profile of Westminster Community Charter School for the upcoming academic year.

Address:	24 Westminster Ave. Buffalo, NY 14215
The nearest cross street:	Bailey Avenue
School Website:	<a href="https://www.westminsterccs.org/">https://www.westminsterccs.org/</a>
Telephone Numbers:	(716) 816-3450
Fax Number:	(716) 838-7458
Email Address:	wccs@westminsterccs.org
Name of Principal:	Teresa Gerchman
Name(s) of Assistant Principal:	Corey Wilson, Maria Makowski
Name of Director of Student Services	Brian Macey
Name of Site Coordinator:	Teresa Gerchman
Grade Levels Served:	Kindergarten-8th
Number of Students:	480
Number of Faculty and Staff:	94
Number of Students with Special Needs:	36
Languages Spoken in School:	English, Bengali, Spanish, Arabic, Portuguese
School Hours (Sept-June):	7:00 a.m. – 5:30 p.m. *Extended hours based on events
Extra-curricular Activities at School:	School based clubs, sports, and YWCA after school program

### **1.3 Identification of School Teams**

The WCCS district has created a Building-level Emergency Response Team, an Emergency Response Team (team responsible for incident response) and a Post-Incident Response Team (appropriate school personnel, medical personnel and mental health counselors who can assist a school community in coping with the aftermath of a violent incident or emergency). The Chain of Command is outlined in Appendix 1. The Principal of Westminster Community Charter School (WCCS) has been designated as the Chief Emergency Officer, and the Site Coordinator, in charge in the event of an emergency or a violent incident.

### **1.4 Concept of Operations**

General protocols reflected in the District-wide School Safety Plan guide the development and implementation of individual Building-level Emergency Response Plan. This Plan sets forth the general procedures and protocols to be adhered to at the school, essentially serving as the "safety" standard operating procedures. This includes the consistent use of plain language terminology for events and procedures to ensure understanding and to prevent confusion.

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the Building-level Emergency Response Plan (ERP) and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police within thirty days of adoption. School ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.

### **1.5 Plan Review and Public Comment**

The subsequent required annual review will be completed on or before September 1st of each year prior to approval by the Board of Trustees. Local officials, including police and fire responders, will be consulted for advice and assistance in revising the Safety Plan on an annual basis.

Pursuant to 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. The plan is to be adopted by the Board of Trustees of WCCS. Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Law (FOIL) or any other provision of law, in accordance with Education Law 2801- a. Full copies of the building-level plan will be provided to both local and state police within 30 days of adoption.

The WCCS District Safety Plan is a living document and should be updated as deemed necessary. The WCCS Safety Team will update the Plan as needed in accordance with Regulations of the Commissioner of Education, Part 155.17. In addition, the Plan will be reviewed and, if appropriate, revised by the WCCS Safety Team after each emergency experienced during the year. The WCCS Safety Team Document Plan reviews, adoption, and revisions.

A Plan Revision Summary Sheet is used for the purpose of documenting plan revisions.

### Plan Element Review Schedule

Description	Following Emergency or Known Changes	Annually
Review plan		X
WCCS holds a public hearing regarding plan review		X
Potential hazards are identified and assessed in safety inspection		X
WCCS response capabilities are assessed	X	X
Update floor plans	X	
Update contact information	X	
Update list of students and staff with special needs	X	X
Inventory employee emergency skills or experience		X
Amendments to plan are submitted to Buffalo Police and New York State Police	X	
Roles of the WCCS Safety Team are defined and members are identified		X
Roles of the WCCS Building-level Emergency Response Team are defined and members are identified	X	
Roles of the WCCS Post-Incident Response Team are defined and members are identified	X	

Following the Plan adoption, complete copies of the Plan are provided to the WCCS Chief Operating Officer, the Buffalo Police Department, New York State Police as listed below.

### Plan Distribution List

1.	Laura Ferrino Westminster Community Charter School P.O. Box 3352 Buffalo, NY 14240-3352
2.	Buffalo Police E District 2767 Bailey Avenue Buffalo, NY 14215 Attention: Captain Aaron Young Phone: 716-851-4416 Cell: 716-361-6711
3.	New York State Police Troop A Headquarters 4525 West Saile Drive Batavia, New York 14020-1095 Attention: Trooper Robert Sawicki Phone: 585-344-6200

The WCCS Site Coordinator is responsible for distributing the Plan to the parties listed in the table above. In addition, copies of the Plan are kept for use or reference before, during or after an emergency at the following locations at or near the school.

**Locations of the Building-level Emergency Response Plan**

1.	Westminster Community Charter School Main Office
2.	WCCS Administration Office at M&T Bank

## **2. PREVENTION AND INTERVENTION**

### **2.1 Prevention Initiatives**

Violence prevention and safe environment strategies require community-wide collaborative efforts that include students, families, teachers, administrators, staff, social and mental health professionals, law enforcement, emergency response personnel, security professionals, parents, and the business community. WCCS brought together the above to develop appropriate strategies and programs for a safe school environment for the students, staff, parents, and all that come to visit.

WCCS has established a climate that encourages and enables students, teachers, and parents/guardians to report threats and acts of violence. Teachers establish the first line of school safety because they have the most direct contact with students. They also have great insight into the potential problems and realistic solutions applicable to Westminster.

**Some of these prevention and intervention strategies utilized at WCCS are (Detailed description listed in Appendix 3):**

- Social Emotional Learning/Mental Health
- Positive Behavior Intervention Strategies (PBIS)
- After School Program
- School Uniform Policy
- Wellness Program
- Buffalo Police Department Programs
- Bullying Awareness
- Counseling Services
- Restorative Justice

### **2.2 School Safety Assessment**

School Safety Assessments are performed at the WCCS school building. Consultations are conducted with the administrator and school staff involved in the incident, included in this process is a review of Police, Fire and EMS calls for service at WCCS.

### **2.3 Training, Drills, and Exercises**

WCCS is responsible for arranging and providing training programs for all personnel who are expected to participate in the emergency response and recovery process. It is the responsibility of the principal to organize, schedule, and document the training programs that are provided to school personnel. The main training takes place each Opening Day/Conference Day, that is, the day before classes begin in September. Additional training is provided throughout the year as necessary.

Parents are notified about the Emergency Procedures by means of a letter from the principal that is distributed at the beginning of each school year. Parents are also provided with information on specific prevention and awareness topics such as bullying, identifying the early signs of potential violence, drug & alcohol awareness, etc. in the principal's weekly newsletter, parent meetings and the school's website. The topics covered in the training programs provide:



- Information on the characteristics of hazards and their consequences and the implementation of emergency response actions, including protective measures, notification procedures, and available resources.
- Emergency Response training, focusing on individual roles.
- Emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and to increase their effectiveness in responding to and recovering from emergencies of all types.
- Members of the staff have specialized training in AED and CPR.
- School-specific training based upon special needs populations within WCCS (e.g., dealing with bullying, gangs, students with disabilities).

The school district, at least once every school year, shall conduct one test of its emergency response procedures listed under its Building-level Emergency Response Plans including sheltering, lockdown, or early dismissal. Eight (8) Evacuation Drills and four (4) Lockdown Drills will be completed by the school every school year. Debriefings will occur after every drill or actual event.

## **2.4 Implementation of School Security:**

### **A. Fingerprinting and Criminal Background Checks**

Mandatory fingerprint clearance and criminal background checks are secured for all staff hired to work in the building in accordance with NYS Education Law and the Commissioner's regulations. Anyone with an Emergency Conditional Clearance is informed that they cannot be left alone with students, that they will be teamed with a person that has full clearance and prior experience, that unannounced classroom visits will be made by an Administrator and that hallways and bathrooms are monitored by designated staff.

### **B. School Security Personnel**

During arrival and dismissal times, outside security is hired. Memorandum of understanding between WCCS and contracted agency is available in Appendix 4. Teachers and Teacher Assistants also serve in the capacity of security officers. Staff on duty are outside monitoring the activities of students to ensure the safety of students arriving at Westminster, either by walking or drop-off by car. Additional officers are stationed at each of the entrance doors and in the halls to monitor students as they enter the school building. The same security patrol is in place at dismissal time.

All staff are instructed in the security regulations at the Opening Day (day before school begins in September). Each teacher, teacher assistant, office support, health services, food service and maintenance staff member engage in the monitoring of student, parent, and visitor behavior to ensure the safety of all at WCCS. All employees are potential emergency response workers and may be subject to assignment to emergency service activities.

### **C. Unauthorized Person on School Grounds**

Definition: Any person entering the school that is not school personnel or an enrolled student. Staff and faculty should automatically recognize and question the presence of unauthorized persons in the school.

- In accordance with the day-to-day Security Plan, all visitors must sign in at the Main Office and wear a visitors' badge.
- If a person is suspected of posing a threat, the associated Building Safety plan will be initiated.

## **2.5 Identification of Potential Hazards**

Potential Internal and External Hazards (specific) include but are not limited to:

- **Natural Disasters:** Being located in Western New York, the most common weather-related/natural disasters have been severe snowstorms and occasional rainstorms accompanied by high winds that may cause flooding, falling trees and power outages. This may result in cancellation of school or emergency early dismissal of students. While the school may not be damaged by such disasters, the building may be used as a community shelter if local authorities dictate the need. Earthquakes are another possible natural hazard, but uncommon.
- **Man-made Disasters:** There are some building specific man-made disasters that are possible. These may include, but not limited to car, bus, plane crashes, toxic substance spills/releases from highway accidents and chemical/hazardous material spills.
- **School Disasters:** Acts of violence (intruder, kidnapping, hostage, personal threat), terrorism, fire, explosion (gas, electrical, chemical), water line breaks, toxic substance release, contagious disease, or bomb threat (actual or implied), could occur at WCCS.
- **Detailed Situational Responses:** Threat and Hazard Specific Annexes refer to Criminal Offenses, Natural Hazards, Technological Hazards, Explosion and Fire, Systems Failure, Medical Emergencies, and School Building sections in the Building Level School Emergency Response Plan.

## **2.6 Early Detection of Potentially Violent Behaviors**

All staff, students, parents, and members of the community are part of creating a safe environment at WCCS. Everyone assumes a sense of personal responsibility for reducing the risk of violence and understands the early warning signs that help identify potentially violent behavior.

- Warning signs of potentially violent behavior have been listed in the Building Safety Plan. WCCS trains all staff to develop awareness of early detection of potentially violent behaviors. Training is provided as in-service staff development. Materials are provided and supplemented by related topic links listed on the WCCS website.
- Teachers, administrators, and other school support staff are on the frontline when it comes to observing troublesome behavior and making referrals to appropriate professionals, such as the school counselors, social workers, or nurse. They also play a significant role in responding to diagnostic information provided by specialists.
- It is not always possible to predict behavior that will lead to violence; however, teachers, administrators, counselors, other school staff, parents/guardians and students can

recognize certain warning signs. These signs are used for identification and referral purposes. Only trained professionals make a diagnosis in consultation with the student's parents or guardian.

- The WCCS community understands that, unlike early warning signs, imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self and/or to others. These signs require immediate response from school staff.

# 3. PREPAREDNESS

Preparedness activities are the steps taken prior to an emergency to increase the school's capability to effectively react to an emergency and minimize the impact of an emergency on the school and the school's population. WCCS preparedness activities include the assignment of emergency management roles, training, drills and exercises, and initiation of public awareness activities.

## 3.1 Assignment of Emergency Management Roles

- The principal will act as the Incident Commander/Site Coordinator during most emergencies until such time as the emergency management activities are taken over by an outside agency such as a local emergency response agency.
- WCCS has a Building-level Safety (Emergency Response) Team. This team is under the direction of the Site Coordinator, the Principal. The purpose of this team is to assist the school community in responding to any emergency impacting the school or school grounds. The names, responsibility and contact information for the members of the Safety Team are included in Appendix 2.

## 3.2 Continuity of Command

- In the event of an emergency, the principal or a designee will serve as Incident Commander. The principal is designated as the person-in-charge and will remain at the determined command site, normally the school's main office at 24 Westminster Avenue, Buffalo, NY. All communication will be coordinated through the principal's office through the school's main number 716-816-3450 or Buffalo Promise Neighborhood at 1-800-842-2265.
- As needed, the Incident Commander may be replaced by a member of a local emergency response agency. WCCS has established a chain of command to ensure continuity of operations. (See Appendix 1)

## 4. COMMUNICATION

Notification and Activation of Internal and External Communications:

Upon being notified of an emergency, the Building Principal or Designee will contact law or emergency personnel in accordance with stated response protocol and request the closest response agency to ensure that the response to the incident is as rapid as possible.

In an event of an emergency, the Building Principal or Designee will notify all building occupants to take the appropriate protective action. WCCS has developed a protocol to disseminate information to the media/public during an emergency. The principal or designee (with the coordination/assistance of the Administration Office) will issue all internal and external communications, prepare news releases, and brief the media as appropriate.

### 4.1 External Warning Systems

WCCS has established procedures for the dissemination of warnings to parents and other critical parties at the onset of an emergency so that appropriate protective or emergency response actions can be taken.

### 4.2 External Notice for Treatment of Injury

The school nurse has the responsibility to notify the parent or guardian of any medical treatment or serious injury. In the case of multiple injuries, where the nurse's first priority is assistance to the students, the principal shall notify or delegate the notification responsibility to another staff.

### 4.3 Evacuation Procedures

Functional Annexes provide standard language and procedures and are intended to be transferable to schools statewide and modifications are not recommended.

- Shelter-in-Place
- Hold-in-Place
- Evacuation (required per 8 NYCRR Section 155.17 (e)(2)(i))
- Lock-out
- Lock-down

# NY STATE EMERGENCY RESPONSE **S.H.E.L.L.**

SCHOOL NAME: Westminster CCS

911 ADDRESS:

24 Westminster Ave. Buffalo, NY 14215



## **SHELTER-IN-PLACE**

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

### **ACTIONS:**

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.



## **HOLD-IN-PLACE**

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES.

### **ACTIONS:**

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.



## **EVACUATE**

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

### **ACTIONS:**

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off site location.
- Listen for updates.



## **LOCKOUT**

STUDENTS AND STAFF REMAIN INSIDE LOCKED **SCHOOL BUILDINGS** DURING INCIDENTS THAT POSE AN IMMINENT CONCERN **OUTSIDE** OF THE SCHOOL.

### **ACTIONS:**

- Listen for instructions regarding the situation and your actions.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.



## **LOCKDOWN**

SECURE STUDENTS AND STAFF INSIDE LOCKED **CLASSROOMS** DURING INCIDENTS THAT POSE AN **IMMEDIATE THREAT OF VIOLENCE** IN OR AROUND THE SCHOOL.

### **ACTIONS:**

- When you hear LOCKDOWN, LOCKDOWN announced, move quickly to execute the following actions.
- If safe, gather students from hallways and common areas near your classroom.
- Lock your door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.

<b><u>Shelter-in-Place</u></b> Used to shelter students and staff inside the building.	<b><u>Hold-in-Place</u></b> Used to limit movement of students and staff while dealing with short term emergencies	<b><u>Evacuate</u></b> Used to evacuate students and staff from the building	<b><u>Lockout</u></b> Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.	<b><u>Lockdown</u></b> Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.
<ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Students in hallways should return to assigned classroom, if possible.</li> <li>• Classroom teachers, take attendance.</li> <li>• All other staff assist students, as needed.</li> <li>• Move away from windows if situation warrants.</li> <li>• If instructed, move out of classroom to designated safe area. Stay together at all times.</li> <li>• Take Attendance.</li> <li>• Listen for updates.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Students in hallways should return to assigned classroom, if possible.</li> <li>• Classroom teachers, take attendance.</li> <li>• All other staff assist students, as needed.</li> <li>• Listen for updates.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Lead students to designated assembly or announced assembly areas. Use secondary route, if necessary.</li> <li>• Bring attendance list and class roster.</li> <li>• Close the classroom door after exiting</li> <li>• Take attendance when safe to do so.</li> <li>• If evacuating off site, take attendance before moving from and upon arrival at off-site location.</li> <li>• Listen for updates.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Lock all exterior windows.</li> <li>• Leave blinds/lights as they are.</li> <li>• Take Attendance.</li> <li>• After initial instructions listen for updates.</li> <li>• Classroom instruction continues as normal.</li> <li>• All outdoor activities are terminated.</li> <li>• Listen for updates.</li> </ul>	<ul style="list-style-type: none"> <li>• When you hear lockdown announced, you should move quickly to execute the following actions.</li> <li>• In safe, gather students from hallways and common areas near your classroom.</li> <li>• Lock your door. Barricade if necessary.</li> <li>• Move students to a safe area in the classroom out of sight of the door.</li> <li>• Leave windows, blinds/lights as they are.</li> <li>• Keep everyone quiet, silence cell phones.</li> <li>• Take attendance, if possible.</li> <li>• Do not communicate through door or answer room phone.</li> <li>• Do not respond to P.A. announcements or fire alarm.</li> <li>• Stay hidden until physical released by law enforcement personnel.</li> </ul>

If it is necessary to evacuate the building in the event of a fire, explosion, some toxic chemical releases, earthquakes, some violent acts or when ordered by law enforcement officers because of dangerous activity in the area. School may utilize “On-Site Evacuation” or “Off-Site Evacuation”. When an “**On-Site Evacuation**” is required, building occupants will be notified. On-Site Evacuation routes are posted in all classrooms.

In some situations, building occupants will be required to evacuate to a location off school grounds to ensure their safety, an “**Off-Site Evacuation**”. The off-site evacuation plan has pre-designated off-site shelter locations:

- **The Primary Shelter site is** Nativity Miguel Middle School of Buffalo  
21 Davidson Street, Buffalo, NY 14215 (716) 836-5188
- **The Alternate Shelter site is** Buffalo Public School # 80  
Highgate Heights Elementary  
600 Highgate Avenue, Buffalo, NY 14215 (716) 816-4050

#### **4.4 Early Dismissal and School Cancellation Procedures:**

Details available in the Building-Level Safety Plan.

#### **4.5 Portable Emergency Kits:**

WCCS is equipped with the emergency kits, details available in the Building-Level Safety Plan.

#### **4.6 Emergency Equipment and Emergency:**

Details available in the Building-Level Safety Plan.

#### **4.7 Community Resources:**

Details available in the Building-Level Safety Plan.

#### **4.8 Procedures to Coordinate Use of Resources:**

- The Chain of Command (Appendix 1) lists the WCCS staff with their title and phone number. Appendix 2 lists the WCCS Safety Team and their assigned responsibility, along with staff that have special skills such as CPR, triage, first aid, shelter management, search, and rescue, etc. The Person in charge, the principal, authorizes the use of emergency resources. The principal surveys the staff at the beginning of each school year to determine who has skills or training to play a vital role in an emergency.
- Parent(s)/Guardian Communication: Utilize telephone lists or television and radio media to notify parents and spouses of an emergency involving the students at the school building.
- Parent(s)/Guardian Reunification: The Building level safety plan contains family reunification guidelines.
- Preserving Crime Scene Security: Any incident or event that appears to have criminal involvement must be handled in an extremely careful manner. Procedures have been

established to secure and restrict access to the crime scene to preserve evidence from being disturbed or destroyed.



## 5. SITUATIONAL RESPONSES

### 5.1 Hazard Identification:

The District has established procedures in the Building-Level Safety Plans for the identification of internal and/or external hazards that may be present at the school site. These procedures are developed in coordination with the local Emergency Management Office, Fire Department, and law enforcement agencies, and the use of a Risk Probability Checklist.

Plans are in place, and detailed in the separate Building Level Response Plan document, for:

- Multi-Hazard Response
- Explosion, Fire
- Intruder in the Building
- Person with Gun
- Medical Emergency
- Threat of Violence (by student, staff, visitor, other)
- Explosive/ Bomb Threat (Written, Telephone, Verbal)
- Hostage/ Kidnapping
- Civil Disturbance
- Changes in Traffic Pattern in School Vicinity
- Heating System Failure
- Hazardous Material
- Winter Storm/Ice Storm
- Biological Threat (On-Site, Off-Site)
- Epidemic, Pandemic Outbreak

## 6. MENTAL HEALTH SERVICES

For critical situations that require the utilization of community mental health resources, the principal or designee is responsible for contacting the appropriate county mental health agency for assistance, guidance and trained personnel as needed.

Other agencies that may be contacted include but are not limited to:

United Way	716-887-2626
Belmont	716-884-7791
Catholic Charities	716-281-1400
Red Cross	716-886-7500
Salvation Army	716-883-9800
Feedmore WNY	716-852-1305
Crisis Services	716-834-3131
Erie County Family Health Services	716-891-2006
City of Buffalo Youth Services	716-851-5177
City of Buffalo Substance Abuse Counseling Clinic	716-886-2137
National Center for Victims of Crime	1-800-394-2255
Erie County Dept. of Social Services	716-858-6478
New York State Dept. of Social Services	1-800-342-3715

## 7. EMERGENCY RECOVERY

Threats or actual violent incidents or other emergencies can have a major effect on the well-being of students, staff, and the community at large.

### 7.1 **Post-incident Response Team and Plan**

After all incidents and drills, available members of the Safety Team will meet to debrief. After any emergency that has resulted in the serious injury, death or emotional trauma of a student or staff member, the entire staff will be involved in the post trauma counseling. The principal, school counselor, social worker and nurse will coordinate the efforts.

### 7.2 **Restoration and Review**

Guidelines are listed in the Building-Level Safety Plan.

## 8. PANDEMIC RESPONSE PLAN

Consistent with the provisions of section 27-c of the Labor Law, WCCS has developed the following plan regarding protocols for responding to a declared state disaster emergency involving a communicable disease:

- Upon a declared state of emergency, a meeting of the Safety Committee will commence to address emergency preparations. The plans will include (1) communication with faculty, staff, and the community; (2) necessary steps needed to ensure the continuation of learning whether in-person, hybrid, or remote; (3) a plan for the nutritional and social wellness of our students; and (4) proper protocols to ensure that cleaning and disinfecting plans are in place to maintain the health and safety of the school community.
- Communicate with faculty, staff, parents, guardians, and families through multiple methods (email, telephone calls, texts, social media, news media, website postings, robo calls, traditional mail). Whenever possible, communication will be sent in each family's home language.
  - Communication to include:
    - Resources available to assist with basic needs including meals provided by the school and process for distribution
    - Instructional, technological, and wellness services provided by the school and counseling team
    - Information on modality of instruction including resource guides for remote or hybrid instruction
    - Process for dissemination of technology equipment (Chromebooks) and hotspots
    - Disinfecting and sanitization protocol to return to face-to-face instruction as quickly as possible and necessary school protocols when reopening occurs.
- Through the utilization of the 2020-2021 Reopening Plan, execute building cleaning, sanitizing, and shutdown procedures
- Work with the Business Office to develop plan for employees/contractors who are symptomatic, have been exposed, or test positive for the disease. All efforts should be made to prevent the spread or contraction at the school.
- The following positions are considered essential in the event of a state-ordered reduction of in-person workforce. Staff will maintain safe social distancing and practice all recommended protocol to ensure safety at the school.
  - Principal
  - Assistant Principals
  - Coordinator of Special Education
  - Facilities Engineer
  - Evening Custodial Staff
  - Technology Coordinator
  - Cafeteria Staff
- In the event of a state-ordered reduction of in-person workforce, all non-essential employees and contractors may telecommute based on the following practices:

- All staff have an assigned computer device and access to instructional duties. Google is the primary tool for document and resource sharing among staff members. Google Classroom will be utilized to provide instruction.
- All students are issued a device at the beginning of the school year for supplemental instruction. Hot spots are available to students who do not have reliable internet from home.
- Administrators, the technology coordinator, and cafeteria staff will oversee the distribution of additional technology resources, food, and supplies to students and staff as needed.
- Through the utilization of the 2020-2021 Reopening Plan, policies and procedures are in place to identify members who will determine ability for school to reopen, following New York State guidelines.
- Based on the recommendations from the Department of Health, proper PPE will be purchased in large quantities, provided to all essential personnel, and stored centrally for ease of access. Inventory will be monitored to ensure proper supply is available. Upon reopening, PPE will be available for all students, visitors, and staff if not provided by each individual person.
  - Training will be provided to students, staff, and visitors on how to properly wear and dispose of any PPE.
- Similar to the protocols put in place for the reopening in fall 2020, all entrances will be locked to control and maintain safe access in the building. Documentation of all staff, students, contractors, and guests will be done in the event contact tracing needs to be reported. Upon arrival to the school and prior to entering the building, all individuals will complete a health questionnaire, including contact information, confirming they are symptom free and have not been exposed to a positive individual. WCCS will work with the Department of Health to notify of any positive cases.
- WCCS and the Business Office will follow any federal, state, or local guidelines for appropriate leave options for testing, treatment, isolation, and quarantine of employees. Should emergency housing be requested by an essential employee, the Business Office will assist with the assessment of need and provide resources, where necessary.

# APPENDICES

## Appendix 1: District Safety Team Roster for 2023-2024

District Safety Team Roster for 2023-2024		
Name	Role	Date Assigned
Teresa Gerchman	School Administration	1/10/22
Corey Wilson	School Administration	9/22/21
Janice Nelson	Principal's Assistant	9/30/19
Julia Medley	Health Clinic	8/24/22
Joseph Egloff	School Counselor	4/28/22
Julie Schaefer	School Counselor	8/26/21
Linda Morgan	School Counselor	4/21/22
Brianna Pumputis	School Social Worker	7/27/23
Maria Makowski	School Administration	7/27/23
Brain Macey	School Administration	7/14/22
Christine Battaglia	Safety Officer	3/8/23
Ellie Markarian	Safety Officer	3/8/23
Julie Jarvis	Safety Officer	7/27/23
John Swanson	Safety Officer	3/8/23
Abbey Staebell	Safety Officer	3/8/23
Ann Sullivan	Safety Officer	7/27/23
Rebecca Morrish	Safety Officer	7/27/23
Marcy Mickelson	Safety Officer	7/27/23
Shawn O'Mara	Engineer	6/1/14
Captain Aaron Young	Buffalo Police Department	6/1/14

## Appendix 2: Building Safety Team Roster for 2023-2024

Building Safety Team Roster for 2023-2024		
Name	Representing (i.e., school administration, teachers, parent organization, law enforcement)	Date Assigned
Teresa Gerchman	School Administration	1/10/2022
Corey Wilson	School Administration	9/22/21
Janice Nelson	Principal's Assistant	9/30/19
Julia Medley	Health Clinic	7/14/22
Joseph Egloff	School Counselor	4/28/22
Julie Schaefer	School Counselor	8/26/21
Linda Morgan	School Counselor	4/21/22
Brianna Pumputis	School Social Worker	7/27/23
Maria Makowski	School Administration	5/10/227/27/23
Brain Macey	School Administration	7/14/22
Christine Battaglia	Safety Officer	3/8/23
Ellie Markarian	Safety Officer	3/8/23
Julia Jarvis	Safety Officer	7/27/23
John Swanson	Safety Officer	3/8/23

### **Appendix 3:** Description of prevention and intervention strategies

Description of prevention and intervention strategies (as referenced in section 2.1):

**Core Values:** Core Values are taught to students through the school pledge. The core values are reinforced daily by all WCCS staff members through character-building topics taught in the classroom curriculum, school clubs, sports teams, field trips and special events.

**PBIS:** Currently, PBIS (Positive Behavior Intervention and Supports) and Restorative Practices is available and implemented for students in grades K-8. Students are encouraged and rewarded for clearly identified positive behaviors through incentives. There are clearly established expectations (Respect, Responsibility, Safe) and rewards/incentives for individual classrooms and the school as a whole.

**After School Program:** The After-School Program is an extended day program operating after the school day Monday through Thursday for up to 150 students through YWCA 21<sup>st</sup> Century grant.

**Uniform Policy:** WCCS has a mandatory uniform policy that eliminates competition with respect to clothing and fosters pride inside and outside of the school.

**Wellness Program:** WCCS has established a Wellness Committee and Program that addresses issues such as healthy breakfast and lunch menus, increased physical activity and healthy habits. This initiative supports a positive self-image and respect for others. (kitchen and gym teacher and admin)

**Buffalo Police Department Programs:** The Buffalo Police Department provides Community Police Officers on a consultation basis as the need arises.

**Bullying Awareness:** Bullying is addressed in the day-to-day interactions between students and through the classroom activities, particularly in the Morning Meeting period in the schedule. The School Counselors provide personal counseling to students and their parents. Teachers receive information through in-service training conducted by the School Counselors and referring to related links on the WCCS website.

**Counseling Services:** The School Counselors and the Social Workers provide direct student counseling services, violence prevention, conflict resolution, and student safety advocacy and parent education programs. When necessary, outside counseling agencies are contacted to provide additional counseling services.

**Social Emotional Learning/Mental Health:** 7 Habits of Healthy Children cultivates students' social and emotional learning (SEL) skills that empower them to navigate the complex and rapidly changing realities of our world. Assisting schools in developing safe and positive school climates, The 7 Habits is a social emotional learning program which enables students to establish and maintain healthy relationships with peers and staff. Using an extensive library of K-8 SEL videos with creative expression exercises, students, teachers, and staff develop a common language that enhances communication and builds trust.



## Appendix 4: Memorandum of Understanding with Vista Security Group

### MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered into this 22nd day of August 2022 by and among Westminster Community Charter School ("the District") and the School's Resource Officers, who are employees of Vista Security Group, Inc.

WHEREAS, recent amendments to Education Law Section 2801-a and the Commissioner of Education's Regulations require school districts that employ security personnel to have an agreement developed with stakeholder input defining the relationship among the District, school personnel, students, visitors, law enforcement and security personnel; defining the security personnel's roles, responsibilities and involvement within the school district; and delegating the role of school discipline to school administration; and

WHEREAS, Education Law Section 2801-a requires that this agreement be incorporated into and published as part of the District -Wide Safety Plan.

NOW, THEREFORE, the parties agree as follows:

1. This Memorandum was prepared with stakeholder input in accordance with Education Law Section 2801-a.
2. The responsibility for school discipline rests solely with the Westminster Community Charter School Board of Trustees, building administration, as well as teachers and other non-security staff, as set forth herein.
3. The Westminster Community Charter School Board of Trustees, President of Schools, building principals, assistant principals, and other non-security staff members (*e.g.*, teachers), as appropriate under the circumstances, are primarily responsible for addressing and responding to student, staff and visitor misconduct in a manner that is consistent with the School's Code of Conduct and applicable law. When necessary, the School Resource Officers will assist non-security staff members with escorting individuals to a different location on or off school property and contacting local law enforcement.
4. At no time will the School Resource Officers be responsible for imposing school discipline or disciplining students in response to misconduct violating the School's Code of Conduct. Rather, the School Resource Officers will instead refer suspected incidents of student misconduct to the appropriate school building administrator (*e.g.*, a principal or assistant principal), School Administration (*e.g.*, the School's President) or other non-security staff member (*e.g.*, a teacher) as appropriate under the circumstances.

5. In addition, in accordance with their job description, School Resource Officers have the following illustrative responsibilities and duties:

- a. Patrolling and protecting the school building and grounds and ensuring doors, windows and gates are properly secured.
- b. Timely responding to emergencies that might threaten School property or threaten the health, welfare or safety of the District's students, staff, or visitors, and contracting local law enforcement when appropriate.
- c. Employing basic rules of good conduct on school grounds and buildings.
- d. Having knowledge of buildings and grounds.
- e. Working independently based upon established rules and procedures.
- f. Patrolling grounds and buildings and looking for signs of unusual occurrences.
- g. Guarding entrances or other specific areas to prevent unauthorized persons and vehicles from entering premises.
- h. Making security checks of entrances, gates, windows, doors, and lights.
- i. Observing and reporting disturbances or suspicious activities.
- j. Submitting reports or log data regarding activities including thefts, entries, vandalism or observations within the building that would threaten the safety and well being of staff and students.

6. Local law enforcement is not responsible for imposing school discipline or disciplining students in response to misconduct violating the School's Code of Conduct. The role of local law enforcement is to respond to criminal matters and matters that threaten the health, welfare or safety of School students, staff, or visitors.

7. This Memorandum will not be interpreted as constituting a contract or binding agreement of any type. Instead, this Memorandum merely describes certain roles and responsibilities of the School Resource Officers, other School staff members and local law enforcement regarding school discipline and security.

8. This Memorandum may be executed in one or more counterparts, all of which will be considered one and the same document. This Memorandum may be executed by facsimile or PDF signature, each of which will constitute an original for all purposes.

Each School Resource Officer will sign an individual MOU, which will be kept on file in the Westminster Community Charter School Central Office.

WESTMINSTER COMMUNITY CHARTER SCHOOL

VISTA SECURITY GROUP, INC.

By: Laura Ferrino  
Laura Ferrino  
Chief Operating Officer, Westminster Community Charter School

By: [Signature]  
Name: Jeffery Rinaldo  
Vista Security Group ~~Guard~~  
Partner