

True North Troy Preparatory  
Charter School

# School Safety Plan and Emergency Response Procedures

# Basic Information

True North Troy Preparatory Charter School  
2 Polk Street  
Troy, NY, 12180

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Elementary School Principal:  
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Senior Director of Operations:  
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Middle School Director of Operations:  
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Total number of students enrolled on site: 515

## **Introduction**

Emergencies and violent incidents in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural and manmade disasters. To address these potential 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. True North Troy Preparatory Charter School (Troy Prep) supports the SAVE legislation, and intends to facilitate the planning and implementation process using members of the school, community, law enforcement and state expertise. Our plan is specifically sensitive to the urban location of our building and the young ages of our students. 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 could occur in our school. The Superintendent of Schools encourages and advocates on-going school-wide cooperation and support of Project SAVE.

## **I. General Considerations and Planning Guidelines**

### **A. Purpose**

The True North Troy Preparatory School's Building-level Emergency Response Plan was developed pursuant to the Commissioner's Regulation 155.17. At the direction of the True North Troy Preparatory School's Board of Trustees, the Principal of Troy Prep appointed a Building-level School Safety Team made up of the Director of Operations, a school board representative, students, teachers and parents and charged it with the development and maintenance of the Building-level Emergency Response Plan.

### **B. Identification of School Teams**

The Principal is designated as the primary contact for True North Troy Preparatory Charter School. When the Principal is away, the Chain of Command is followed. Please see Appendix B. Every member of our staff is integral to the overall safety of our school and the School Safety Teams are identified below.

Troy Prep has developed three emergency teams:

- Building-level School Safety Team (Appendix C)
  - Building-level School Emergency Response Team (Appendix C)
  - Building-level Post-incident Response Team (Appendix E)
- The Building-level School Safety and Emergency Response teams are charged with the responsibilities of developing and implementing a school-wide safety plan and an emergency response plan in accordance with Project SAVE guidelines. These teams have developed plans tailored to meet the needs of Troy Prep.
  - The Building-level Post-incident Response Team ensures that the needs of students and staff are appropriately met in the event of a crisis. These needs include but are not limited to counseling, support and referral to local human service providers when needed. The team also conducts collaborative follow-up analysis and plan modification with the building safety and emergency response teams.

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

The Troy Prep School Safety Plan and Emergency Response Procedures serve as the "safety" standards for our learning community.

- The initial response to all emergencies at Troy Prep will be enacted by the School Emergency Response Team. The Building Principal serves as the primary building contact and leads the Chain of Command. In the absence of the Principal, the designated Chain of Command will guide our response. (See Appendix B) Staff members who are not explicitly members of the School Emergency Response Team will supervise students.
- Upon the activation of the School Emergency Response Team, the Managing Director will be notified and where appropriate, local emergency officials will also be notified.
- These efforts may be supplemented by city, county, and state resources through existing protocols.

#### **D. Expected Behaviors During an Emergency**

Action steps reflected in the School Safety Plan will guide our behavior. The primary initial response to the emergency will be a gathering of information by the Principal in conjunction with members of the chain of command for coordination of effort. Those NOT in the direct chain of command have a role of supervising children, in whatever emergency.

The Principal is identified as the person-in-charge and is expected to remain at the determined command site, the school's main office at 2 Polk Street in Troy, NY. All communication is to be coordinated through the Principal's office via the school's main number: 518-445-3100.

#### **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. In addition to distributing this plan to our school community, Troy Prep will hold a public hearing that allows for the participation of school personnel, parents and any other interested parties.
- The School Safety Plan will be formally adopted by the School's Board of Trustees after approval from the State Education Department. Full copies of the Building-level Emergency Response Plan will be supplied the New York State Education Department within 30 days of adoption.
- This plan will be reviewed periodically throughout the year by the School Safety Team. Many of the components of the Plan will be treated as confidential while the non-confidential components will be shared with the public.
- As it is a "living document", the plan will be reviewed periodically during the year and will be monitored and maintained by the Building-level School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Trustees. A copy of the Plan will be available at 2 Polk Street, Troy, NY.
- The school is to be prepared to effectively coordinate resources with the larger community in the event of a widespread emergency.

## **II. Risk Reduction/Prevention and Intervention**

### **A. Prevention and Intervention Strategies**

The administration of Troy Prep believes that improved communication among students, students' parents, and school staff adds to the quality of life and sense of safety at our school. Such communication allows for the reporting, intervention, and prevention of potentially violent incidents before they actually occur. The following is a brief list of initiatives at Troy Prep that promote open communication and have a positive impact on the quality of life at our school:

- Troy Prep is a “sweat-the-small-stuff” school with an extended school day and year. Our families make a commitment to a rigorous academic program that can only be implemented in a safe and disciplined environment.
- Troy Prep comprehensively addresses not only the instructional needs of our students but core values clarification as well. These values are embedded in the fabric of our learning community. They are addressed daily by way of Morning Circle and Advisory where both the status of the group and individual progress are discussed in upholding a collective commitment to the school’s culture of hard work and discipline.
- Character Education is taught in word and deed to all students in all academic disciplines as it is embedded in our culture and curriculum. Concepts presented include but are not limited to violence prevention, bullying, and non-violent conflict resolution. These concepts are inexorably linked to the daily discussion and modeling of core values such as perseverance, honesty, integrity, commitment and hard work.
- Troy Prep employs a full time Dean of Students who serves as a behavior interventionist. The Dean of Students promotes positive student behavior, orchestrates the school’s character education program and handles all discipline situations. The Dean of Students has extensive experience in student behavior management.
- Because Troy Prep places a heavy emphasis on mutual respect and trust among all stakeholders, students are encouraged to approach any staff member in the building whenever they have a concern, especially when it involves violence or an emergency.
- Students at Troy Prep are monitored at all times down to being video-taped while on the school bus. In the event a violent incident is not immediately dealt with, students are encouraged to report all negative behaviors to their individually assigned advisor, the Dean or the Principal. Students see their advisor every day and are personally greeted by the Principal every morning.

## **B. Training, Drills and Exercises**

- Staff and students will receive appropriate training in emergency procedures on a regular basis.
- Test Components of the Emergency Response Plan - The Safety Team will regularly conduct building wide drills, including fire, general evacuation and lockdown. Each drill will be followed by a meeting of the Safety Team to assess necessary improvements/alterations. Troy Prep will periodically conduct a test of the Safety Response Plan for sheltering or early dismissal. Transportation and communication procedures shall be included in the test. Staff and students will receive clarifying feedback and instruction prior to and after the test to increase understanding, decrease anxiety and enhance the efficacy of the plan.
- Hall Supervision/Personnel Acting in a School Security Capacity - Troy Prep does not currently employ designated security personnel. However, the Principal and the Dean of Students are constantly policing the halls throughout the course of the school day. All visitors must ring a doorbell to gain entrance to the building as all doors are secured and monitored by the main office. All staff have undergone requisite fingerprinting and background checks through local law enforcement and the FBI upon hiring.

## **C. Implementation of School Security**

- All doors leading to outside exits are locked and/or secured with alarms. The Chain of Command and the appropriate local authorities, if necessary, respond in the event of the alarm being activated.
- Troy Prep will work collaboratively with local law enforcement, specifically the Troy Police Department, to assess the overall effectiveness of our school safety and emergency response protocols and

procedures through the use of tabletop exercises.

- The school will designate the Dean of Students to serve as Parent Coordinator. The primary function of this position will be to work with parents to ensure optimal learning conditions for the student population. The Coordinator 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 Coordinator.

#### **D. Vital Education Agency Information**

- Troy Prep 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.
- Troy Prep will contact the Troy School District Superintendent in the event of a disaster, who will communicate to the larger district.

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

- Troy Prep - All hazardous materials are secured and locked in a central location appropriately distanced from all instructional programs.
- Albany International Airport
- Troy fuel storage terminal facility
- Area bridges

#### **F. Early Detection of Potentially Violent Behaviors**

The school acknowledges the importance of early recognition and intervention into conflicts and potentially violent behaviors.

- Troy Prep 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. Regularly scheduled meetings with teachers provide ample room for staff discussion of any issues as they arise.
- Troy Prep employs a full time Dean of Students who serves as a behavior interventionist and will notify the faculty of any behavior problems. The Principal and Dean of Students work collaboratively to inform parents of the school's efforts to maintain a violence-free community.
- 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.

### **III. Response - Notification and Activation**

In the event of a dangerous or violent incident, the Building Principal or the Director of Operations or any other appropriate staff member will notify local law enforcement officials via 911.

Troy Police Department and Troy Fire Department - 911

#### **A. Notification and Activation**

- Law enforcement in a Violent Incident - Law enforcement officials will be immediately notified via 911 by the Building Principal or any member of the Safety Team when deemed appropriate. Primary responders will be the Troy Police and Fire Departments but may also include the Rensselaer County Sheriff's Department and the New York State Police.
- At the initiation of a threatening event, the principal 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, e-mail or cell phone.
- Notification regarding early dismissal and/or emergency evacuations of the school will be communicated to the local media by the Director of Operations.
- The Principal and his/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 Principal.
- Information regarding any situation involving school safety **will only** be disseminated to the media through the Principal's office.
- In the event of an emergency requiring immediate parental/guardian notification, the principal and/or his 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 web site.
- 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 principal or his/her designee.

## B. Situational Responses

### Multi-Hazard Response

#### Identification of Potential Emergencies

Troy Prep 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 - Troy Prep 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.

## C. 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. Please note: In the event that the Troy City School District is closed or delayed, Troy Prep will be as well.

- Early Dismissal - Because Troy Prep students are transported by the Troy City School District, any/all early dismissals must be coordinated with them. Early dismissals occur only in extreme circumstances. 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 Troy Prep will be a large field which is adjacent to the school and the school parking lot also located at 2 Polk Street.
- 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 by the Principal or designee declaring a Code E. A Code E means that 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 class lists/roll books with them and take attendance immediately at the designated assembly point which will minimally be 75 feet away from the building. They will immediately notify the principal of any missing students.
- 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.
- 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 principal 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 manager of the cafeteria will be called in to supervise the use of the kitchen facilities. In the manager's absence, the staff most familiar with the kitchen will be assigned this duty. The assistance of available maintenance and custodial staff will be enlisted as well.

#### **D. 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

#### **E. 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 or via 2 way radio to lockdown (Code I) 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.
- 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:
  - A. Lock and close their doors with classroom keys
  - B. Keep students away from all doors and windows
  - C. 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.

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

Teachers and staff at Troy Prep will receive professional development training in conflict resolution and de-escalation of potentially dangerous situations.

The Principal 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 Principal or his/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.

#### **G. 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 Troy Prep 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 Principal or designee who in turn notifies the School Safety Team. In the absence of the Principal, the Chain of Command will be utilized. The Principal will remain in the office to receive further directions. The Principal's office will be designated as the Command Center.
- Contact the Troy 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 Principal or Director of Operations will have floor plans, spare room keys and all other security materials. The Principal 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 Principal.
- 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 Principal 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 Principal 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.
- Maintenance/custodial staff (along with any chain of command staff) will assist police in a room-by-room search. The Principal should remain in the office to receive information.
- Public communication about the bomb threat will come from the Principal (or designee) as soon as possible after the conclusion of the incident
  - (1) A letter will be sent home (and mailed later) with the students to explain the event.
  - (2) 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.
  - (3) Any information sought by the media will be directed to and given out through the Principal (or designee).
- The Troy City School District and the New York State Education Department will be notified of the bomb threat.

#### **H. Hazardous Chemical/Substance Spill**

- The Principal or his/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 or Calling "Code E" as both are evacuation warnings. 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 Troy Fire Department and New York DEC will be immediately notified if it is assessed that the problem exceeds the intervention of the Safety Team

## **I. Fire**

- Fire drill procedures are posted prominently in every room and drills will be tested as required. Fire drills are standard evacuations that will also resemble Code E, 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 Troy streets. Emergency response staff helps secure the building and leave last. The goal for the school is to evacuate in under 2 minutes.

## **J. Security of Crime Scene**

- The Building Principal 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.

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

When an act of violence has occurred, regardless of whom it involves the principal 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 principal 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 minimum of a 3 day out-of-school suspension. Reinstatement requires a parent conference with the principal and/or dean of students to review the incident and prevent future occurrences.
- All disciplinary sanctions will be in accordance with the articles of the Troy Prep Code of Conduct as set forth in the Student and Family 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 Troy Prep 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.

## **L. Response Protocols**

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

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

- The Principal 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.

## **N. Procedures for Obtaining Advice and Assistance from Local Government Officials**

- Upon approval of the Troy Prep School Safety Plan, the members of the Chain of Command will meet with appropriate officials within Troy to disseminate the plan. The Principal will contact the highest ranking local government official to seek advice and assistance. The school will identify resources for an emergency, including a state-declared emergency, from: the Red Cross, the Salvation Army, the Troy YMCA, First Baptist Church and the Troy Police and Fire Departments.

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

- School Resources Available During an Emergency Include:
  - Alarm System
  - Fire Safety System
  - Exterior Camera System
  - Dean of Students
  - Assistant Dean of Students
- As the Troy City School District is 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: most notably Troy City Schools #16, #14, and #2.
- Depending on need and the scope of the emergency, additional help may be sought from the following sources:
  - Troy Fire Department – 911
  - Emergency Medical Services – 911
    - Basic and Advanced Life Support
    - Emergency and Non-Emergency Transportation
    - Long Distance Transportation
    - Wheelchair Van Transportation
  - Troy Police Department – 911
    - Trespass Affidavit Program
    - School Resource Officers / COPS in Schools
  - Rensselaer County Sheriff's Department – 911
    - Drug Abuse Resistance Education
    - Emergency Medical Services
    - Child Find Program
    - Public Health Preparedness Program
    - Early Intervention Program
  - New York State Police – 911
    - School and Community Outreach Unit
    - SAFENYS

## **P. Procedures to Coordinate the Use of School Resources and Manpower During an Emergency**

- The Principal or his designee will implement emergency response procedures upon learning of an emergency situation within Troy Prep. The Principal or his designee will notify the members of the School Safety Team who will then contact local authorities if appropriate.
- The Principal or his designee will coordinate district resources. Members of the school Leadership Team and School Safety Team have the authority to allocate resources as needed.
- The main office shall serve as the Command Center in the event of an emergency. If an emergency requires the involvement of police or fire personnel, the School Safety Team will turn authority over to local emergency crews to ensure optimal response.

## **Q. Protective Action Options**

Should an emergency occur at Troy Prep, the Principal 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 Principal or his designee may declare a school emergency and implement the procedures set forth in this document. The office of the Principal shall become the Command Center and the Chain of Command shall report to the Command Center. The Principal 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:

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

## **IV. Recovery**

Troy Prep 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.

**A.** 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 Principal and members of his immediate staff. Needed and appropriate alterations in the safety plans will be implemented based upon the debriefing sessions.

**B.** 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, as 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 principal 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 principal, 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 measure 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.

## Appendix A: Fact Sheet

### True North Troy Preparatory Charter School

2 Polk Street  
Troy, New York 12180

Phone: 518-445-3100

Fax: 518-445-3101

#### Contact:

Lauren Catlett – Middle School Principal

E-mail: [lcattlett@troyprep.org](mailto:lcattlett@troyprep.org)

Samantha DeLuke – Elementary School Principal

E-mail: [sdeluke@troyprep.org](mailto:sdeluke@troyprep.org)

#### First Designee:

Mark Muscatiello – Senior Director of Operations

E-mail: [mmuscatiello@troyprep.org](mailto:mmuscatiello@troyprep.org)

#### 2015-2016 Population:

515 Students

#### Total Classrooms:

20 In Use

21 Total

#### Number of Staff:

~60

#### Transportation Needs:

18 (9 Morning/9 Afternoon) bus routes operated by Durham School Services Inc.

#### Law Enforcement Agencies:

- Troy Police Department - 911
- Rensselaer County Sheriff's Department - 911
- New York State Police - 911

#### Fire and Rescue Agency:

- Troy Fire Department - 911

## Appendix B: Chain of Command

### True North Troy Preparatory Charter School

Senior Director of Operations:.....Mark Muscatiello

Middle School Principal:.....Lauren Catlett

Elementary School Principal: .....Samantha Deluke

Director of Operations.....Jon Thatcher

Director of Operations.....Katie Maron

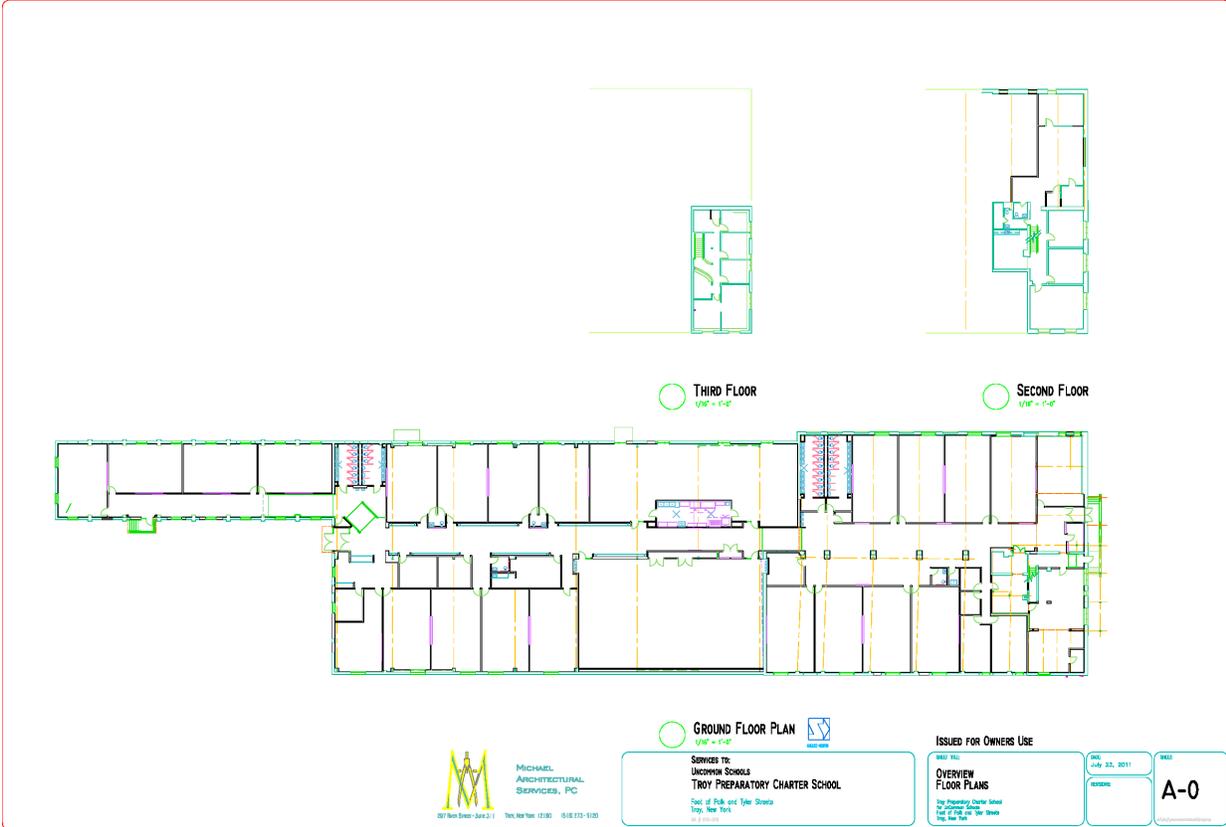
Dean of Students: .....Michael Jean-Bapiste

Dean of Students:.....Nikisha Horne

**Appendix C: School Safety and Emergency Response Team**

- Middle School Principal: .....Lauren Catlett**
- Elementary School Principal:.....Samantha DeLuke**
- Senior Director of Operations:...Mark Muscatiello**
- Director of Operations: .....Katie Maron**
- Director of Operations:.....Jon Thatcher**
- Board Chair.....Jeff Buell (Or Representative)**
- Office Manager:..... Lindsay Keville**  
**Sara Rizzo**
- Parent (Nominated).....TBD**
- Student.....TBD**

# Appendix D: Building Floor Plan



## Appendix E: Post-incident Response Team

Middle School Principal: .....Lauren Catlett  
Elementary School Principal: ....Samantha DeLuke  
Senior Director of Operations:...Mark Muscatiello  
Director of Operations: .....Katie Maron  
Director of Operations:.....Jon Thatcher  
Dean of Students: .....Michael Jean-Baptiste