

School ERP - Annually - 2018

Building Profile - Building

County

RENSSELAER

Local Education Agency (LEA)

Charter School

Building Name

TRUE NORTH TROY PREP CHARTER SCHOOL

Address

2 POLK ST
TROY 12180

School ERP - Annually - 2018

Building Profile - Contact Information

Building Contact Information

Office Name	Phone number
Troy Prep MS/HS	518-445-3100

District Contact Information

Department/Office Name	Phone number
District Office	518-445-3100

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Building Profile - Floor Plans and Area Maps

Building Floor Plans and Area Maps

Upload building floor plans, maps or images of school grounds and local road maps. File names should describe the content of the file, i.e. joneschoolfloorplan.pdf.

Google maps and other available software provide easy tools for satellite images of school grounds and surrounding areas.

Maximum file size is 5 MB, only .pdf files are accepted.

Building Level Floor Plans

MS and HS Floor Plan 2 pages.pdf

School ERP - Annually - 2018Building Profile - External Building Contact Information

In an Emergency Call 9-1-1**Emergency Responder Non-emergency Numbers**

	Phone number
State Police	518-783-3211
Sheriff's Dept.	518-266-1900
Local Police	(518) 270-4411
Fire Dept	(518) 270-4471
EMS	911

Other Important Contact Numbers**(Utilities, poison control, suicide hotline, additional police or fire etc.)**

Agency/Business Name	Phone number
Poison Control	(800) 222-1222
Capital District Psychiatric Center	(518) 447-9650
NYS Office of Protective Services	1-800-342-3720

School ERP - Annually - 2018Building Profile - Incident Command System Roles

Incident Command System Roles

Name	ICS Role	Office number	Cell Number
Mark Muscatiello	Incident Commander	518-445-3100	646-265-0662
Anna Hall	Public Information Officer	518-445-3100	518-598-2117
Kaleah Williams	Liason Officer	518-445-3100	518-603-9730
Alina Daley	Safety Officer	518-445-3100	518-265-3019

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Building Profile - Building Level Emergency Response Team

Building Level Emergency Response Team

Name	Title	Office number	Cell Number
Mark Muscatiello	Associate Chief Operating Officer	518-445-3100	646-265-0662
Kaleah Williams	Director of Operations	518-445-3100	518-603-9730
Alina Daley	Director of Operations	518-445-3100	518-265-3019
Julia MacMillan	Regional Director of Special Projects	518-445-3100	704-910-7462

School ERP - Annually - 2018Building Profile - Emergency Response Team

Emergency Response Team

Name	Title	Office number	Cell Number
Mark Muscatiello	Associate Chief Operating Officer	518-445-3100	646-265-0661
Julia MacMillian	Regional DSP	518-445-3100	704-910-7462
Kaleah Williams	Director of Operations	518-445-3100	518-603-9730
Alina Daley	Director of Operations	518-445-3100	518-445-3100

School ERP - Annually - 2018Building Profile - Post Incident Response Team

Post Incident Response Team

Name	Title	Office number	Cell Number
Mark Muscatiello	Associate Chief Operating Officer	518-445-3100	646-265-0662
Pam Weber	Nurse	518-445-3100	518-445-3100
Bridget Hodginkson	Director SPED	518-445-3100	518-445-3100
Narely Zapata	School Counselor	518-445-3100	518-445-3100

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Building Profile - Additional Building Personnel

Additional Building Personnel

Name	Title	Office number	Cell Number
(No Response)	(No Response)	(No Response)	(No Response)

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Campus Profile - Campus Profile

Campus Profile

Number of buildings on campus

1

Non-school building description(s)

NA

Other Campus Characteristics

Campus is composed entirely of 1 school building and parking lots.

Surrounding Area

Located in urban South Troy, the campus is flanked by train tracks on the West, School 12 (Troy CSD) is to the North.

Access Routes

The campus is accessible by Polk St and Tyler St (off 1st). A school owned parking lot also allows access from 1st St.

School ERP - Annually - 2018Functional Annexes - Introduction

Introduction

Functional annexes focus on critical operational functions and the courses of action developed to carry them out. As the building level emergency response team assesses the school's needs, it may need to prepare additional or different annexes. Included with each annex are issues the planning team should consider as it develops procedures for these functions. While these are some of the most important issues, they are not meant to constitute an exhaustive list. Not all of the annexes are required, if your team decides one of the provided annexes does not fit their school's need simply leave that annex blank.

While these functions should be described separately, it is important to remember that many functions will occur consecutively. For example, a shelter-in-place during an emergency may be implemented but, if the building is damaged, the school may then initiate an evacuation.

Often, multiple functions will also be performed concurrently. For example, during an evacuation, once students are safely out of the building, the accounting for students, staff, and guests function will begin. The evacuation function, however, will still be in effect as staff or first responders work to locate and evacuate any persons not accounted for.

While functions build upon one another and overlap, it is not necessary to repeat a course of action in one functional annex if it appears in a second functional annex. For example, though an evacuation may lead to reunification, it is not necessary to list a course of action for reunification within the Evacuation Annex.

School ERP - Annually - 2018Functional Annexes - Shelter In Place

Shelter In Place**Purpose**

This annex focuses on courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

Shelter in Place Annex

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 and gym. In the case of high winds and tornadoes. The gym at Polk Street provides close access to bathroom areas, the nurses office and the cafeteria where extra food and beverages are available.

School ERP - Annually - 2018

Functional Annexes - Hold in Place

Hold in Place

Definition

This annex focuses on courses of action when students and staff are required to remain in place for an expected short duration incident, such as a fight, medical emergency, or maintenance issue.

Hold in Place Annex

When a lockdown is called for any reason, teachers are to immediately lock their door and draw their shades. Hallway monitors are to immediately escort students outside of classrooms to their designated locations.

School ERP - Annually - 2018**Functional Annexes - Evacuation**

Evacuation**Purpose**

This annex focuses on the courses of action that schools will execute to evacuate school buildings and grounds. Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

Evacuation Annex

- 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 an evacuation order and/or setting off the fire alarm. This means 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.

On-site evacuation assembly areas

Evacuating from	Evacuating to
HS Wing	1st Street Parking Lot
MS Wing	1st street field

Off-site evacuation locations

Location Name	Address	Contact Name	Contact Number
St. Joseph's Church	416 3rd St, Troy, NY 12180	Father James Sidoti	(518) 274-6720

School ERP - Annually - 2018Functional Annexes - Lockout

Lockout**Purpose**

This annex focuses on the courses of action schools will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

Lockout Annex

- Immediately upon discovery, the main office will be notified of a Lockout action. 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 intercom, personal contact or two-way radio to "Lockdown."
- 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.

School ERP - Annually - 2018

Functional Annexes - Lockdown

Lockdown

Purpose

This annex focuses on the courses of action schools will execute to secure school buildings during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in rooms away from immediate danger.

Lockdown Annex

- 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 intercom, personal contact or via 2 way radio to "Lockdown" 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.

Lockdown rally points

Lockdown rally point description
School 12 Field

School ERP - Annually - 2018**Functional Annexes - Crime Scene Management**

Crime Scene Management**Purpose**

This annex outlines procedures for securing and restricting access to crime scenes in order to preserve evidence in cases of violent crimes on school property.

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures were developed around the RESPOND acronym, which was designed to aid in remembering the steps to securing crime scenes and evidence.

Crime Scene Annex

- 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.

School ERP - Annually - 2018Functional Annexes - Communications

CommunicationsPurpose

The Communications and Warning annex includes communication and coordination during emergencies and disasters (both internal communication and communication with external stakeholders), as well as the communication of emergency protocols before an emergency and communication after an emergency.

Communications Annex

- Law enforcement in a Violent Incident - Law enforcement officials will be immediately notified via 911 by the Director of Operations 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 Director of Operations 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, intercom, 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 Director of Operations 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 Regional Leadership Office.
- In the event of an emergency requiring immediate parental/guardian notification, the Director of Operations 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.

School ERP - Annually - 2018Functional Annexes - Public Health, Medical, and Mental Health

Public Health, Medical, and Mental Health Annex**Purpose**

This annex describes the courses of action that the school will implement to address emergency medical (e.g., first aid), public health, and mental health counseling issues. Schools should coordinate these efforts with the appropriate emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives.

Public Health, Medical, and Mental Health Annex

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/her 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.

School ERP - Annually - 2018Functional Annexes - Accounting for All Persons

Accounting for All Persons**Purpose**

This annex focuses on developing courses of action to account for the whereabouts and well-being of students, staff, and visitors, and identifying those who may be missing.

Accounting for All Persons Annex

When the order is given to evacuate the building by fire alarm or announcement, the teacher will follow the following steps. Remember that student accountability is the responsibility of the teacher.

These steps may be modified by the school administration to fit the character of the school, but cannot be modified to change the purpose or result of the procedure.

1. Move all students from the classroom in an orderly and quiet manner.
2. The teacher is to take a copy of the class roster with them as they leave the classroom.
3. Close the classroom door after the last student or occupant is out of the classroom.
4. Proceed in an orderly fashion from the building to the predetermined assembly area.
5. After reaching the designated safe area for the class, using the class roster, take role and check off all students that are present and note all students that are not there.
6. Teacher will notify the school administrator or designee that class is out of the building and give them the status of the students, those present and those missing. This attendance check should be completed as quickly as possible.
7. The school administrator will notify the responding authorities Fire, Police and or Emergency Medical Services of the student accountability results.
8. No one is allowed to go back into the building to search for missing students, staff or visitors once they have left the building. The responding authorities will direct that effort.

INDIVIDUALS WITH SPECIAL NEEDS/LIMITED MOBILITY ACCOUNTABILITY

1. When an evacuation is required from the school, all individuals with mobility problems, that cannot evacuate the building, shall be taken to the nearest, safe Evacuation Staging Area. "All Individuals" includes students, staff, and visitors that have mobility restrictions that will keep them from evacuating the building.
2. Remember that the first choice for everybody is to leave the building if it is possible to do so.
3. A staff member will accompany these individuals to the nearest, safe evacuation Staging Area. Upon arriving at the staging area the staff member will immediately call/notify the administrator in charge and identify themselves as well as the names of all individuals under their care. They will remain in the staging area until notified that they may leave or until the responding authorities arrive to remove them from the building.

STAFF AND VISITOR ACCOUNTABILITY

1. When an evacuation of the facility is required, all staff that are not assigned to a class should leave the building report to their designated assembly area and notify the school administration that they are safe and out of the building.
2. All visitors should evacuate the building with the class or the individual staff member that they are visiting. The visitors' identity and location should be communicated to the school administrator or their designee as soon as they are safely out of the building.
3. The school office staff shall take the visitor log with them as they evacuate the building and use the log to account for all visitors as they are notified that the visitors are safely out of the building.

School ERP - Annually - 2018Functional Annexes - Family Reunification

ReunificationPurpose

The Family Reunification annex details how students will be reunited with their families or guardians.

Family Reunification

Student/Parent Reunification Procedures for School Staff

1. At the request station, staff are required to verify the authorization of a parent or designee for custody of the student
2. Require parent or designee to complete and sign student release form.
3. Request and verify identification (Picture Identification)
4. Direct parent or designee to the release station
5. Radio or send a runner for the student(s)
6. Student(s) shall be escorted to the release station
7. Student shall verbally acknowledge they know the person they are being release to
8. Check off student(s) on the attendance list and release them to the custody of the authorized adult

Please Note: During an Emergency Student(s) will only be released to a parent, guardian or individual identified as and Emergency Contact.

Student(s) will not be released to custody of a minor, which is legally defined as any person less than 18 years of age. Valid photo identification is required for any individual requesting custody of a student(s).

School ERP - Annually - 2018Functional Annexes - Security

Security Annex**Purpose**

This annex focuses on the courses of action that schools will implement on a routine, ongoing basis to secure the school from criminal threats originating from both inside and outside the school. This includes efforts done in conjunction with law enforcement personnel.

- 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.
- There will be a yearly assessment of building-level security
- Troy Prep will seek to 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.
- 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.

School ERP - Annually - 2018**Threat/Hazard Specific Annexes - Introduction****Introduction****Threat- and Hazard-Specific Annexes**

The Threat- and Hazard-specific annexes describe the courses of action unique to particular threats and hazards. Courses of action already outlined in a Functional annex need not be repeated in a Hazard-Specific annex. Schools will develop these based on the prioritized list of hazards determined in the assessment process. As planning teams develop courses of action for threats and hazards, they should consider the federal, state, and local regulations or mandates that often apply to specific hazards.

If there is a Functional annex that applies to one of the threat or hazard annexes, the latter will include it by reference. For example, if a course of action for an active shooter involves lockdown, and there is a lockdown annex, reference the lockdown annex in your courses of action, but do not repeat all of the information.

In addition to the list of threats and hazards two example annexes have been included to demonstrate how annexes should be organized. This is not a required format, if your Building Level Emergency Response Team has already developed procedures for specific threats and hazards you can copy and paste those into the table provided in the section titled "Insert Threat/Hazard Annexes".

Threat and Hazard Types and Examples

Threat and Hazard Type	Examples
Natural Hazards	<ul style="list-style-type: none"> • Severe wind • Extreme temperatures • Landslides or mudslides • Winter precipitation
Technological Hazards	<ul style="list-style-type: none"> • Explosions or accidental release of toxins from industrial plants • Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills • Hazardous materials releases from major highways or railroads • Radiological releases from nuclear power stations • Dam failure • Power failure • Water failure
Biological Hazards	<ul style="list-style-type: none"> • Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, Staphylococcus aureus, and meningitis • Contaminated food outbreaks, including Salmonella, botulism, and E. coli • Toxic materials present in school laboratories
Adversarial, Incidental, and Human-caused Threats	<ul style="list-style-type: none"> • Active shooters • Criminal threats or actions • Gang violence • Bomb threats • Domestic violence and abuse • Cyber attacks

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Threat/Hazard Specific Annexes - Example Active Shooter Annex

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Threat/Hazard Specific Annexes - Example Bomb Threat Annex

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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

Threat and Hazard Specific Annexes

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Group 1

Name of Threat or Hazard Annex

Active Shooter

Response Procedures

- 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, speaker, or via 2 way radio to lockdown
 - 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
-

Group 2

Name of Threat or Hazard Annex

Bomb Threat

School ERP - Annually - 2018**Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes**

Response Procedures

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 to 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.

Group 3**Name of Threat or Hazard Annex**

Chemical Spill

Response Procedures

- 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. 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

Group 4**Name of Threat or Hazard Annex**

Fire

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Threat/Hazard Specific Annexes - Insert Threat/Hazard Annexes

Response Procedures

- Fire drill procedures are posted prominently in every room and drills will be tested as required. Fire drills are standard evacuations. 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.

Group 5

Name of Threat or Hazard Annex

Acts of Violence

Response Procedures

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.

Group 6

Name of Threat or Hazard Annex

(No Response)

Response Procedures

(No Response)