



DIAMOND
CHARTER SCHOOL

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DISTRICT-WIDE SCHOOL SAFETY PLAN

School Year 2026–2027

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Executive Director's Message

On behalf of the Board of Trustees and the entire Diamond Charter School community, I am pleased to present the Diamond Charter School District-Wide School Safety Plan.

At Diamond Charter School, the safety and well-being of our students, staff, families, and visitors remain our highest priority. We recognize that providing an exceptional educational experience begins with maintaining a safe, secure, welcoming, and well-prepared learning environment where every child has the opportunity to learn and thrive.

This District-Wide School Safety Plan has been developed in accordance with New York State Education Law §2801-a and Commissioner's Regulation §155.17. The plan establishes a comprehensive framework for prevention, preparedness, response, and recovery while promoting collaboration among school personnel, families, first responders, and community partners.

Diamond Charter School believes school safety is a shared responsibility. Through proactive planning, ongoing staff training, regular emergency drills, continuous evaluation, and strong partnerships with local emergency responders, we are committed to maintaining a safe educational environment for all members of our school community.

As a newly established public charter school, Diamond Charter School recognizes that emergency preparedness is an ongoing process. This plan will be reviewed annually and revised as necessary to reflect changes in school operations, regulatory requirements, and best practices in school safety.

We appreciate the continued support of our Board of Trustees, families, faculty, staff, and community partners as we work together to provide every student with a safe and supportive learning environment.

Mark Crusante

Executive Director

Diamond Charter School

SECTION I

DISTRICT-WIDE SCHOOL SAFETY PLAN OVERVIEW

General Considerations and Planning Guidelines

Purpose

The Diamond Charter School District-Wide School Safety Plan has been developed in accordance with New York State Education Law §2801-a and Commissioner's Regulation §155.17. At the direction of the Diamond Charter School Board of Trustees, the Executive Director has appointed a District-Wide School Safety Team and charged the team with the responsibility of developing, implementing, maintaining, and annually reviewing the District-Wide School Safety Plan.

Diamond Charter School is committed to providing a safe, secure, and supportive learning environment where all students have the opportunity to achieve academic success. Like all schools, Diamond Charter School faces the potential for emergencies, acts of violence, natural disasters, technological failures, and other incidents that could disrupt school operations. This District-Wide School Safety Plan has been developed to address those risks by providing a comprehensive approach to prevention, preparedness, response, and recovery.

The District-Wide School Safety Plan is intended to promote coordination among school personnel, students, parents, local emergency responders, and community partners. The plan establishes procedures designed to reduce risk, improve communication, and ensure an effective response to emergencies affecting the school community.

As required by law, this plan shall be reviewed annually by the District-Wide School Safety Team and updated as necessary to reflect changes in school operations, facilities, staffing, or applicable regulations.

Plan Review and Public Comment

Pursuant to Commissioner's Regulation §155.17(e)(3), the District-Wide School Safety Plan shall be made available for public review and comment for at least thirty (30) days prior to its adoption by the Diamond Charter School Board of Trustees.

The Board of Trustees shall conduct at least one public hearing to provide school personnel, parents, students, and community members with an opportunity to comment on the proposed plan before its adoption.

Following Board approval, a copy of the public District-Wide School Safety Plan shall be maintained in the Main Office of Diamond Charter School and made available for public inspection upon request. The plan shall also be provided to local law enforcement agencies and filed with the New York State Education Department as required by law.

The confidential Building-Level Emergency Response Plan contains tactical response procedures and other security-sensitive information and shall not be made available for public review.

Identification of the District-Wide School Safety Team

Diamond Charter School has established a District-Wide School Safety Team consisting of representatives from school administration, instructional staff, student support services, school operations, the Board of Trustees, school safety personnel, and other appropriate staff members.

The District-Wide School Safety Team is responsible for reviewing school safety procedures, assessing potential risks, recommending improvements, and ensuring compliance with applicable state laws and regulations.

The members of the District-Wide School Safety Team are as follows:

Name	Position / Affiliation
Mark Crusante	Executive Director
Renee Hynes	Principal
Kamla Wallace	Director of Operations
Yaniree Valencia	Director of External Affairs / Family Life Coordinator/Admissions
Alena Munro	Teacher Representative
Alexander Diaz	Student Support Representative
Inglish Cooke	Parent Advocate & Afterschool Coordinator
Ismael Colon	Board of Trustees Representative
To Be Assigned	School Nurse

To Be Assigned School Security Representative

The Executive Director shall serve as the District Chief Emergency Officer and shall oversee implementation of the District-Wide School Safety Plan.

Responsibilities of the District-Wide School Safety Team

The District-Wide School Safety Team shall act as the school's primary advisory committee for school safety and emergency preparedness. The team shall meet periodically throughout the school year to review safety procedures, emergency drills, incidents, and recommendations for improving school safety.

The primary responsibilities of the District-Wide School Safety Team include:

1. Developing, reviewing, and recommending revisions to the District-Wide School Safety Plan.
2. Supporting the development and annual review of the confidential Building-Level Emergency Response Plan.
3. Recommending training programs for students and staff related to violence prevention, emergency preparedness, and school safety.
4. Disseminating information regarding the early detection of potentially violent behavior.
5. Developing and reviewing emergency response procedures for acts of violence and other emergencies.
6. Communicating the District-Wide School Safety Plan to staff members and providing opportunities for training and review.
7. Reviewing previous incidents involving violence, threats, accidents, or emergencies to identify patterns, trends, and opportunities for improvement.
8. Conducting or coordinating annual building security assessments to evaluate the school's vulnerability to violence or other hazards.
9. Recommending improvements to building security, visitor management procedures, emergency communications, and access control systems.
10. Conducting periodic surveys of students and staff to identify safety concerns and recommending corrective actions when appropriate.
11. Reviewing changes in applicable laws, regulations, or best practices and recommending revisions to school safety procedures.

Concept of Operations

The Diamond Charter School District-Wide School Safety Plan is directly linked to the confidential Building-Level Emergency Response Plan. The procedures established within the District-Wide School Safety Plan provide the framework for the development and implementation of building-level emergency response procedures.

The District-Wide School Safety Plan was developed through collaboration among members of the District-Wide School Safety Team using guidance provided by the New York State Education Department, school-specific operational information, building characteristics, and local emergency response resources.

In the event of an emergency or violent incident, the initial response shall be directed by the Executive Director or designee, who shall activate the Building-Level Emergency Response Team and implement the appropriate emergency response procedures.

When appropriate, local emergency responders, including the Nassau County Police Department, West Hempstead Fire Department, Emergency Medical Services, and other public safety agencies, shall be notified and requested to assist with emergency response efforts.

Diamond Charter School utilizes the National Incident Management System (NIMS) and the Incident Command System (ICS) to coordinate emergency response activities and establish clear lines of authority during emergencies.

The primary objectives during any emergency are to:

- Protect the safety of students, staff, and visitors.
- Contain and stabilize the incident.
- Communicate effectively with emergency responders and families.
- Maintain accountability for all students and staff.
- Restore normal school operations as safely and efficiently as possible.

Assignment of Responsibilities

The Executive Director shall have overall responsibility for implementing the District-Wide School Safety Plan and coordinating emergency response activities.

The Principal shall be responsible for supervising instructional staff, ensuring implementation of emergency procedures, and maintaining student accountability during emergencies.

The Director of Operations shall oversee facility operations, building security, emergency communications, transportation coordination, and the maintenance of safety and security systems, including:

- Verkada Access Control
- Verkada Video Surveillance
- Verkada Guest Visitor Management
- Lowitt Alarm Company fire alarm monitoring
- Lowitt Alarm Company intrusion alarm monitoring

Teachers, support staff, security personnel, and other employees shall participate in required emergency preparedness training, emergency drills, and implementation of emergency procedures.

All employees shall become familiar with the District-Wide School Safety Plan and the confidential Building-Level Emergency Response Plan and shall carry out their assigned responsibilities during emergency situations.

Coordination with Local Emergency Responders

Diamond Charter School maintains working relationships with local emergency response agencies to support planning, training, and emergency response activities.

The school will coordinate, as appropriate, with:

- Nassau County Police Department
- West Hempstead Fire Department
- Emergency Medical Services
- Nassau County Office of Emergency Management
- Local hospitals and other community agencies

These partnerships support emergency preparedness, coordinated response efforts, and continuous improvement of school safety procedures.

SECTION II

RISK REDUCTION, PREVENTION, AND INTERVENTION

Prevention and Intervention Strategies

Diamond Charter School is committed to maintaining a safe and orderly learning environment through proactive planning, positive student engagement, staff training, and collaboration with parents and community partners. The school believes that preventing violence and responding to potential threats begins with creating a positive school climate where students feel safe, respected, and supported.

The school promotes a culture of mutual respect and responsibility through its Code of Conduct, character development initiatives, social-emotional learning, and compliance with the Dignity for All Students Act (DASA). Students are encouraged to report unsafe conditions, threats, bullying, harassment, or other concerning behaviors to a trusted staff member or administrator.

Prevention and intervention strategies include, but are not limited to:

- Promoting a positive school climate that supports academic achievement and student well-being.
- Providing age-appropriate instruction in social-emotional learning and character education.
- Maintaining compliance with the Dignity for All Students Act (DASA).
- Providing violence prevention and emergency preparedness training for staff.

- Encouraging students and staff to report potential safety concerns.
- Maintaining strong communication with parents and guardians regarding school safety.
- Collaborating with local law enforcement, fire services, emergency medical services, and community agencies.
- Reviewing school safety procedures annually and implementing improvements when appropriate.

Program Initiatives

Diamond Charter School utilizes a variety of programs and practices designed to reduce risk and promote a safe school environment.

These initiatives include:

- Positive Behavioral Interventions and Supports (PBIS) and restorative practices, as appropriate.
- Social-Emotional Learning (SEL) integrated into classroom instruction.
- Character education emphasizing responsibility, respect, integrity, and citizenship.
- Dignity for All Students Act (DASA) instruction and awareness.
- Family engagement activities that strengthen communication between home and school.
- Student support services provided through administration and student support personnel.
- Collaboration with community organizations and emergency response agencies.

The District-Wide School Safety Team will periodically review these initiatives and recommend additional programs as needed.

Training, Drills, and Exercises

Diamond Charter School recognizes that regular training and emergency preparedness activities are essential components of school safety.

All faculty and staff shall receive annual training regarding:

- School safety procedures.
- Emergency response protocols.
- Violence prevention.
- DASA requirements.
- Student supervision during emergencies.
- Incident Command System (ICS).
- Lockdown, Lockout, Shelter-in-Place, and Evacuation procedures.
- Fire safety procedures.
- Medical emergency response.

The school shall conduct emergency drills in accordance with New York State Education Law and Commissioner's Regulations.

Required drills include:

- Fire and evacuation drills.
- Lockdown drills.
- Early dismissal drill.
- Other emergency response exercises as determined by school administration.

Each drill shall be evaluated by school administration to identify opportunities for improvement.

Fire Drill Procedures

Diamond Charter School shall conduct fire drills in accordance with New York State Education Law, the New York State Uniform Fire Prevention and Building Code, and Commissioner's Regulation §155.17. Fire drills are designed to familiarize students and staff with evacuation procedures and ensure the orderly and efficient evacuation of the building during an emergency.

Because Diamond Charter School occupies the Lower Level and First Floor of a three-story building, designated evacuation routes have been established for each occupied area. Evacuation maps are posted in every classroom, office, and common area. Staff members review evacuation routes and procedures with students at the beginning of each school year and reinforce them through regularly scheduled fire drills.

The following procedures shall be followed during all fire drills:

- Designated Fire Wardens shall be assigned to assist with the orderly evacuation of students, staff, and visitors. Fire Wardens will be stationed at designated stairwells and exits and will conduct a sweep of their assigned area to ensure all occupants have safely exited the building.
- At the first sound of the fire alarm, teachers shall immediately stop instruction, direct students to line up quietly, and prepare to evacuate using the designated evacuation route.
- Each teacher shall bring the classroom emergency folder containing the daily attendance roster, student emergency contact information, and any other emergency documentation.
- Students and staff shall evacuate the building in an orderly manner using the assigned exits identified in the Building-Level Emergency Response Plan. Individuals requiring assistance shall receive support from designated staff members.
- The Executive Director, Principal, Director of Operations, Security Officer, and other designated staff members shall monitor the evacuation process and ensure all occupants report to the designated assembly area located in the rear parking lot.
- Teachers shall immediately account for all students upon reaching the assembly area and report any missing students, visitors, or injuries to school administration.
- Fire Wardens shall complete a final sweep of their assigned areas, when it is safe to do so, and report the status of their area to the Incident Commander or designee.

- No person shall re-enter the building until authorization has been given by the Fire Department or the Incident Commander.
- Following each fire drill, school administration shall conduct a brief review to evaluate the effectiveness of the evacuation procedures and identify any corrective actions or additional training that may be needed.

Fire Safety Protocols

Diamond Charter School is committed to maintaining a safe environment through ongoing fire prevention practices, routine inspections, and annual staff training.

The following fire safety procedures shall be maintained:

- All students, staff, and visitors shall immediately evacuate the building whenever the fire alarm is activated unless otherwise directed by emergency responders.
- All employees shall receive annual training on fire safety procedures, evacuation routes, emergency responsibilities, and the proper reporting of fire emergencies.
- Staff members shall familiarize themselves with the locations of fire alarm pull stations, fire extinguishers, emergency exits, evacuation routes, and assembly areas.
- The Principal and Director of Operations shall ensure that all employees understand how to activate the fire alarm system and report a fire emergency.
- Staff shall receive instruction on the proper use of portable fire extinguishers; however, firefighting efforts shall only be attempted when it is safe to do so and within the limits of the employee's training.
- Flammable and combustible materials shall be stored, handled, and disposed of in accordance with applicable fire and building codes.
- The Director of Operations, Security Officer, and designated staff members shall conduct routine inspections of the building with particular attention to fire hazards, unobstructed exit routes, emergency lighting, fire doors, and the accessibility of fire protection equipment.
- All exit doors shall remain free of obstructions and shall be capable of immediate egress whenever the building is occupied. Exit doors shall never be chained, locked, or otherwise secured in a manner that prevents emergency evacuation.
- Appropriate exit signage and evacuation maps shall be maintained throughout the building. Signs advising occupants not to use elevators during a fire emergency shall be posted near elevators, where applicable.
- Fire drills shall be conducted in accordance with New York State requirements, and records of all drills, observations, and corrective actions shall be maintained by the school.

Diamond Charter School Fire Safety Features

To support emergency preparedness, Diamond Charter School maintains the following fire safety features:

- Fire alarm monitoring provided by Lowitt Alarm Company.
- Clearly marked evacuation routes posted throughout the building.
- A designated exterior assembly area located in the rear parking lot.

- Emergency "Go Bags" are maintained at dismissal and reunification locations containing first aid supplies, emergency contact information, student accountability materials, and emergency supplies.
- Collaboration with the West Hempstead Fire Department regarding emergency response planning and annual plan review, as appropriate.

CPR, AED, and First Aid Training

Diamond Charter School recognizes the importance of maintaining trained personnel who are prepared to respond to medical emergencies.

A minimum of eight (8) staff members shall maintain current certification in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) use. These staff members will maintain certification through approved training providers and complete refresher training as required.

The school maintains two (2) Automated External Defibrillators (AEDs) located as follows:

- First Floor – Near the Nurse's Office
- Lower Level – Near the Cafeteria/Gymnasium

First aid kits are maintained in:

- Every classroom
- Main Office
- Nurse's Office

Emergency response supplies, including emergency "Go Bags," are maintained for use during evacuations, reunification, or other emergency situations.

Early Detection of Potentially Violent Behavior

Diamond Charter School encourages all faculty, staff, students, and parents to report behaviors that may indicate the potential for violence or other safety concerns.

Warning signs may include:

- Threatening behavior or statements.
- Significant changes in behavior.
- Bullying or harassment.
- Possession of prohibited or dangerous items.
- Physical aggression.
- Vandalism or destruction of property.
- Social withdrawal or emotional distress.

School personnel shall report concerns immediately to school administration. Appropriate interventions may include counseling, parent conferences, behavioral supports, referrals to outside agencies, or involvement of law enforcement when necessary.

Hazard Identification

The District-Wide School Safety Team shall conduct periodic assessments of the school building and grounds to identify potential safety hazards.

Areas evaluated include:

- Building entrances and exits.
- Parking lot traffic.
- Student arrival and dismissal procedures.
- Playground areas.
- Visitor management procedures.
- Fire protection systems.
- Security systems.
- Utility systems.
- Exterior lighting.
- Building access controls.
- General building conditions.

Recommendations resulting from these assessments shall be reviewed by school administration and implemented when appropriate.

School Security

Diamond Charter School maintains a comprehensive building security program designed to protect students, staff, and visitors.

Security measures include:

- Controlled access to the building during the instructional day.
- Visitor sign-in procedures through the Verkada Guest Visitor Management System.
- Government-issued photo identification required for all visitors.
- Electronic access control utilizing Verkada Access Control.
- Interior and exterior video surveillance utilizing approximately twenty-five (25) Verkada security cameras.
- Fire alarm and intrusion alarm monitoring provided by Lowitt Alarm Company.
- Security personnel assigned during school hours, after school hours and family engagement events.
- Routine inspection of building safety equipment and emergency systems.

The primary entrance to the building is located at the rear of the facility adjacent to the parking lot. A secondary entrance is utilized during supervised student arrival and dismissal periods.

Student Arrival and Dismissal Procedures

Student arrival begins between 7:30 a.m. Breakfast is served beginning at 7:30 a.m., with the instructional day beginning at 8:00 a.m.

Parents transporting students shall:

- Park in designated parking spaces.
- Escort students to the designated arrival areas.
- Utilize the assigned entrances
- Follow directions provided by school personnel.

Dismissal occurs between 3:10 p.m. and 3:20 p.m. Students will be picked up by parents in their individual class assigned areas.

Students participating in the after-school program remain under staff supervision until dismissal at 5:30 p.m.

Transportation services are provided through school district transportation and contracted private transportation providers.

Student arrival and dismissal shall be supervised by the school's Security Officer and designated staff members. During these times, all designated entrances and exits will be actively monitored to ensure the safe arrival and departure of students. Upon the completion of arrival and dismissal, all exterior doors shall be secured in accordance with the school's access control procedures.

Vital Educational Agency Information

Diamond Charter School maintains current records necessary to support emergency planning and response.

Information maintained includes:

- Student enrollment information.
- Staff assignments.
- Emergency contact information.
- Transportation records.
- Medical alert information.
- Building floor plans.
- Utility information.
- Emergency contact numbers.
- Classroom assignments.

This information is reviewed periodically and updated as needed.

Annual Security Assessment

The District-Wide School Safety Team is responsible for ensuring that periodic security assessments are conducted to evaluate the safety and security of the school building and grounds.

These assessments include a review of:

- Building access procedures.
- Visitor management.
- Emergency communications.

- Security technology.
- Emergency equipment.
- Fire protection systems.
- Exterior grounds.
- Student supervision practices.

Recommendations for improvement shall be documented and reviewed by school administration.

SECTION III

RESPONSE

Notification and Activation (Internal and External Communications)

The Diamond Charter School District-Wide School Safety Plan provides the framework for responding to emergencies and violent incidents that may threaten the safety of students, staff, or visitors. The Executive Director or designee shall determine the appropriate response based upon the nature and severity of the incident and activate the Building-Level Emergency Response Plan when necessary.

Diamond Charter School shall maintain communication with local emergency response agencies including the Nassau County Police Department, West Hempstead Fire Department, Emergency Medical Services (EMS), Nassau County Office of Emergency Management, and other agencies as appropriate.

Communication with students, staff, parents, and the community shall occur through one or more of the following methods:

- School Messenger
- ClassDojo
- Telephone
- Text Messaging
- Email
- School Website
- Public Address System
- Direct Staff Communication

The Executive Director or designee shall serve as the official spokesperson for the school and shall coordinate the release of information to the media and community.

Situational Responses

The appropriate response to an emergency or violent incident shall depend upon the specific circumstances of the event. Protective actions may include:

- Hold-in-Place
- Shelter-in-Place
- Lockout
- Lockdown
- Evacuation
- Early Dismissal
- Parent Reunification

Incident reports and accident reports shall be completed following all significant emergency situations, violent incidents, accidents requiring medical treatment, or incidents involving law enforcement. Documentation shall include the nature of the incident, actions taken, notifications made, medical treatment provided, and involvement of emergency responders.

Multi-Hazard Response

In accordance with Commissioner's Regulation §155.17(e)(1)(xiv) and (xv), the Diamond Charter School District-Wide School Safety Plan includes multi-hazard response procedures designed to address emergencies affecting the school community.

The emergency response procedures are organized into the following categories:

1. Responses to Civil Disturbances
2. Responses to Environmental Problems
3. Responses to Fire and Explosion
4. Responses to Systems Failures
5. Responses to Medical Emergencies

Emergency Response Plan development is guided by the following principles:

- Containing the situation whenever possible.
- Protecting students, staff, and visitors from danger.
- Communicating promptly with emergency responders and appropriate agencies.
- Restoring normal school operations safely and efficiently.

Detailed tactical procedures are maintained within the confidential Building-Level Emergency Response Plan.

Responses to Civil Disturbances

Civil disturbances include, but are not limited to:

- Bomb Threats
- Hostage Situations
- Intrusions
- Weapons
- Missing or Abducted Students

- Acts of Violence
- Suspicious Persons
- Suspicious Packages
- Community Disturbances

The school administration and security team will make the appropriate decisions necessary to secure students and staff. When it becomes necessary, the following responses will be utilized: shelter, lock down, evacuation, parent pick up. The emergency response team at each site will make the determination until the authorities arrive. This includes incidents related to bomb threats, kidnapping, hostage taking, and intruder. 911 will be contacted as the first line of protocol and the Emergency Response team will implement an action plan until the local authorities and medical teams arrive on the scene of the incident. Parents will be contacted and informed via text messaging, phone call, and local media.

Bomb Threats

School administrators shall be familiar with current bomb threat response procedures and shall utilize the **FBI Bomb Threat Checklist** when evaluating a bomb threat.

The following procedures shall be followed:

- Notify 911 immediately.
- Notify the Executive Director and Principal.
- Consult with law enforcement regarding the credibility of the threat.
- Consider searches of the building.
- Consider evacuation of all or portions of the building.
- Consider Shelter-in-Place, Lockdown, or Early Dismissal, as appropriate.
- Maintain communication with responding emergency agencies.
- Notify parents and guardians through School Messenger, ClassDojo, telephone, text messaging, email, or other appropriate communication methods when necessary.

Only law enforcement shall determine when the building may be reoccupied.

Hostage Situation

The safety of students, staff, and visitors shall be the highest priority during a hostage situation.

The following procedures shall be implemented:

- Immediately notify the Executive Director, Principal, and Director of Operations.
- Contact 911 without delay.
- Isolate the affected area whenever possible.
- Implement Lockdown procedures if appropriate.
- Transfer authority to law enforcement upon their arrival.
- Cooperate fully with responding emergency personnel.
- Notify parents through approved communication systems as appropriate.

Intrusions / Unauthorized Persons

Diamond Charter School maintains controlled access to the building through the Verkada Access Control and Visitor Management System.

Any employee observing an unauthorized or suspicious individual shall immediately notify the Executive Director, Principal, or Security.

Security personnel shall:

- Approach the individual when it is safe to do so.
- Request government-issued identification.
- Determine the purpose of the visit.
- Escort the individual to the Main Office if appropriate.
- Request the individual leave school property if authorization cannot be verified.

If the individual refuses to leave or presents a threat:

- Notify 911 immediately.
- Implement Lockdown procedures if necessary.
- Notify staff of the emergency.

If the situation arises that is potentially dangerous to students and staff an announcement will be made by phone or in person. The phrase: **“We are on lockdown”** will be repeated. Upon hearing this, immediately close your door, turn off your classroom lights and do not—under any circumstances—allow any students to leave the room even if time has come for the change of classes.

During a Lockdown:

- Classroom doors shall be locked immediately.
- Lights shall be turned off when appropriate.
- Students shall move to designated safe locations away from doors and windows.
- Window coverings or shades will be pulled down.
- Staff shall maintain silence and remain in place until an official "All Clear" is announced by school administration or law enforcement.

Parents shall be notified through School Messenger, ClassDojo, telephone, text messaging, email, and the school website following stabilization of the incident.

Missing Student / Possible Abduction

If a student cannot be located during the school day after attendance has been verified, school administration shall immediately initiate the Missing Student Response Procedure.

The following procedures shall be followed:

- Notify the Executive Director and Principal immediately.
- Conduct a systematic search of the building and school grounds.
- Notify Security personnel.
- Utilize the Public Address System when appropriate.
- Review surveillance footage if necessary.
- Contact the student's parent or guardian.

- Notify 911 immediately if the student cannot be located promptly or circumstances indicate a possible abduction.

School administration shall cooperate fully with law enforcement throughout the investigation.

Parents shall be notified immediately when the student is located.

Responses to Environmental Problems

Environmental emergencies may result from naturally occurring events or man-made incidents that threaten the health and safety of students, staff, and visitors.

Such emergencies may include:

- Air quality concerns
- Hazardous material releases
- Flooding
- Hurricanes
- Tornadoes
- Severe thunderstorms
- Snowstorms
- Earthquakes
- Fuel or chemical spills
- Water contamination

The guiding principles for responding to environmental emergencies are the protection of life, coordination with emergency response agencies, preservation of property, and restoration of normal school operations.

School administration shall coordinate response activities with local emergency responders and government agencies.

Responses to Fire and Explosion

Fire or explosion emergencies may include:

- Fire
- Explosion
- Smoke conditions
- False alarms

The following procedures shall be followed:

- Activate the fire alarm system.
- Notify 911 immediately.
- Evacuate the building using designated evacuation routes.
- Teachers shall bring attendance information and account for all students.
- Report missing or injured persons immediately.
- Await authorization from the Fire Department before re-entering the building.

Diamond Charter School's fire alarm system is monitored by Lowitt Alarm Company.

Responses to Systems Failures

Systems failures may include:

- Electrical failure
- Heating or cooling failure
- Water system failure
- Gas leak
- Sewer system failure
- Telephone failure
- Internet failure
- Structural failure
- Security system malfunction

The Director of Operations shall coordinate with maintenance personnel, utility providers, and emergency responders to determine the appropriate response.

Protective actions may include Shelter-in-Place, Evacuation, or Early Dismissal.

Responses to Medical Emergencies

Medical emergencies may include:

- Allergic reactions
- Asthma attacks
- Bleeding
- Broken bones
- Burns
- Choking
- Diabetic emergencies
- Head injuries
- Heart attack
- Respiratory emergencies
- Seizures
- School bus accidents
- Shock
- Poisoning
- Chemical exposure

The guiding principles are to provide appropriate emergency care until Emergency Medical Services or a parent/guardian assumes responsibility. Emergency care is not authorized beyond the treatment that will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of a parent or legal guardian.

Diamond Charter School shall maintain:

- Student Emergency Contact Cards for every student.
- Emergency medical information for students with known medical conditions or allergies.
- Emergency telephone numbers posted in the Main Office and Nurse's Office.
- First aid kits in every classroom, the Main Office, and the Nurse's Office.

A minimum of eight (8) staff members shall maintain current certification in CPR and AED. Certifications shall be renewed as required to ensure qualified personnel are available throughout the school day.

The school maintains two (2) AEDs located:

- First Floor – Near the Nurse's Office
- Lower Level – Near the Cafeteria/Gymnasium

The School Nurse shall coordinate medical response whenever available until Emergency Medical Services arrive.

Parent Reunification

Should an emergency require controlled release of students, Diamond Charter School shall implement its Parent Reunification Procedures.

Primary Reunification Site:

- Rear Parking Lot – Diamond Charter School

Secondary Reunification Site:

- St. Thomas the Apostle Church
24 Westminster Road
West Hempstead, NY 11552

Additional locations may include nearby businesses, such as the adjacent laundromat or 7-Eleven, if directed by emergency responders.

Students shall only be released to authorized individuals after verification of government-issued identification.

Early Dismissal

Diamond Charter School shall maintain an Early Dismissal Plan for use during emergencies requiring students to be dismissed before the regular end of the school day.

Parents shall be notified through School Messenger, ClassDojo, telephone, email, and text messaging.

Transportation providers shall also be notified.

An Early Dismissal Drill shall be conducted annually at the beginning of each school year to evaluate communication systems, transportation coordination, and student accountability procedures.

Dismissal from an Alternate Site

If parents arrive to pick up their children, they will give the name and grade of their child to the staff member assigned to monitor the entrance of the alternate site location and then be directed to the correct area for pick up. Buses will arrive at the alternate site location to transport children to their after-school destinations on a schedule to be determined by the situation requiring the evacuation. If the crisis persists past 2 P.M., children will have to wait for the normal dismissal schedule in order to be transported from the alternate site location. At the alternate site location, the Principal or her designee will be inspected to ensure all children have evacuated. Upon final building inspection, school personnel will be released by the Principal or her designee on a need basis.

Cancellation of Classes and Notification of "No School"

If a severe blizzard, heavy snow storm, ice conditions or flooding occur during the night which make driving hazardous, and such conditions are known by 6 AM, a "No School" announcement will be made via text alerts and calls to the parents using school messenger.. The Executive Director will make the decision and inform the media – News 12 Long Island.

Dismissal during School Day

If, during the school day, weather or another situation threatens and/or develops that would jeopardize the health and safety of the school children, the school may be closed earlier than the usual dismissal time. In that event, the parents and the bus company will be notified. Either parents or buses will transport the children to their after-school destinations in the usual afternoon dismissal order. Parents will then expect their children to arrive home before the regular arrival time.

SECTION IV

RECOVERY

District Support for Buildings

Recovery from an emergency or violent incident begins after the immediate threat to life and safety has been addressed. Diamond Charter School recognizes that recovery is a critical component of emergency management and is committed to restoring educational programs and school operations as quickly and safely as possible.

Following an emergency, the Executive Director, Principal, and Director of Operations shall coordinate recovery efforts to ensure that the physical, emotional, and operational needs of students, staff, and families are addressed.

Recovery activities may include:

- Assessing damage to school facilities and property.
- Coordinating building repairs and restoration of utilities.
- Restoring technology and communication systems.
- Coordinating with insurance providers and outside contractors.
- Communicating operational updates to students, staff, parents, and the Board of Trustees.
- Coordinating with local emergency responders and government agencies as necessary.

School administration shall determine when it is safe to resume normal school operations.

Disaster Mental Health Services

Diamond Charter School recognizes that emergencies and traumatic events may have a lasting emotional impact on students, staff, and families.

Following a significant emergency, the school may provide or coordinate crisis intervention and mental health support services to assist individuals affected by the incident.

Support services may include:

- Individual counseling.
- Small group counseling.
- Classroom support.
- Referrals to community mental health providers.
- Family support resources.
- Employee support services, when available.

The school shall work cooperatively with community agencies and mental health professionals to ensure appropriate support is available during the recovery process.

Continuity of Operations

Diamond Charter School recognizes that emergencies may require temporary modifications to school operations while maintaining essential educational services.

Depending upon the nature and duration of the emergency, the school may implement measures designed to continue instruction and maintain critical operations. These measures may include:

- Temporary relocation of instructional activities.
- Modified school schedules.
- Alternative methods of instruction, including remote learning when appropriate.
- Coordination with transportation providers.
- Communication with families regarding instructional expectations and operational updates.

- Coordination with community partners to support students and families.

The Executive Director, in consultation with the Principal and Board of Trustees, shall determine when normal school operations may safely resume.

After Action Review

Following any significant emergency, violent incident, or emergency exercise, Diamond Charter School shall conduct an After Action Review to evaluate the effectiveness of its response.

The review shall include consideration of:

- The effectiveness of emergency response procedures.
- Communication with emergency responders.
- Student and staff accountability.
- Building security.
- Parent and community communications.
- Effectiveness of emergency drills and exercises.
- Areas requiring improvement.

Recommendations resulting from the review shall be considered during the annual review of the District-Wide School Safety Plan and the confidential Building-Level Emergency Response Plan.

Annual Review and Update

The District-Wide School Safety Team shall review the District-Wide School Safety Plan annually in accordance with New York State Education Law §2801-a and Commissioner's Regulation §155.17.

The annual review shall include consideration of:

- Emergency drills conducted during the school year.
- Actual emergency incidents.
- Recommendations from staff and emergency responders.
- Changes to school facilities or operations.
- Changes in student enrollment or staffing.
- Updates to state or federal requirements.
- Changes to safety equipment or security technology.

Any revisions to the District-Wide School Safety Plan shall be presented to the Board of Trustees for approval following the required public review and comment period.

APPENDIX A

District-Wide School Safety Team

Name	Position
Mark Crusante	Executive Director
Renee Hynes	Principal
Kamla Wallace	Director of Operations
Yaniree Valencia	Director of External Affairs / Family Life Coordinator/Admissions
Alena Monro	Teacher Representative
Alexander Diaz	Student Support Representative
Inglish Cooke	Parent Advocate & Afterschool Coordinator
Ismael Colon	Board of Trustees Representative
To Be Assigned	School Nurse
To Be Assigned	School Security Representative

APPENDIX B

Emergency Contact Information

Agency	Telephone Number
Emergency	911
Nassau County Police Department	516-573-8800
Nassau County Police Department – 5th Precinct	516-573-6500
West Hempstead Fire Department	516-486-8846
Mercy Hospital Emergency Department	516-705-2525 (<i>Verify Annually</i>)
Poison Control Center	1-800-222-1222

APPENDIX C

Emergency Drill Log

Emergency Drill Log			
Date	Type of Drill	Time	Observations/Corrective Actions

APPENDIX D

Annual Safety Plan Review Checklist

- ☐ Review District-Wide School Safety Plan
- ☐ Verify District-Wide School Safety Team membership
- ☐ Update emergency contact information
- ☐ Review emergency communication procedures
- ☐ Review building security measures
- ☐ Verify operation of security systems
- ☐ Review transportation procedures
- ☐ Review emergency supplies and equipment
- ☐ Conduct annual security assessment
- ☐ Present plan revisions to the Board of Trustees
- ☐ Complete public review and hearing requirements
- ☐ Submit updates as required by New York State Education Department

APPENDIX E

Board of Trustees Adoption

The Board of Trustees of Diamond Charter School hereby adopts this District-Wide School Safety Plan in accordance with New York State Education Law §2801-a and Commissioner's Regulation §155.17.

Board Approval Date: _____

Board President: _____

Executive Director: _____

