

NYTA -SECURITY AND CRISIS MANAGEMENT PLAN

1. Purpose

NYTA Security and Crisis Management Plan (SCMP) was developed to assist our existing school administrators, crisis management team members, teachers and students, the execution of Security, crisis, emergency management and medical emergency response plans by providing clear policies, guidelines, definitions, procedures and operational concepts.

2. Goals

The primary goals of this plan are:

- To develop effective crisis and security plans that will promote the safety and welfare of students and teachers, protect the rental school property, and regulate the operation of the schools during a crisis incident, critical incident or medical emergency.
- To prepare students and teachers to take appropriate actions in response to a natural, technological, or school specific hazards.
- To provide parents and community stakeholders with the policies, guidelines and procedures that schools will be utilizing during an emergency.

3. Crisis Management Team (CMT)

The single most effective way of dealing with a crisis situation, critical incident or medical emergency is through the use of a **Crisis Management Team (CMT)**. The CMT is a school board appointed group of teachers, parents and volunteers created to assist the Director and School board in planning for and responding to school emergencies. These staff members will be trained in the implementation of the SCMP.

Our CMT for the academic year 2016-17 are;

- Bala Swaminathan
- SenthamizhSelven Pakkirisamy
- Sriram Subramanian
- Vijay Vijayaram
- Gunasekaran Muthusamy
- Kumarn Desigan
- Seetharaman

At any given week, NYTA Schedule will be planned in such a way that at least one member of the CMT is present during class hours.

To handle any Security or crisis event, the CMT will be involved in the following

- ❖ Mitigation/Prevention
- ❖ Preparedness
- ❖ Response
- ❖ Recovery

3.1. Mitigation/Prevention:

- Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. Mitigation is taking action *now*—before the next disaster—to reduce human and financial consequences later (Hazard analysis & Risk Assessment)
- Prevention is any step that school can take to decrease the likelihood that an incident will occur. Hazards are conditions or situations that have the potential for causing harm to people, property, or the environment. Hazards can be classified into three categories: natural, technological, and school specific-hazards.
- Natural Hazards are classified into Tornadoes, Hurricanes and Tropical Storms, Severe Thunder Storms, Severe Winter Storms, Floods and Extreme Temperatures. To prepare and mitigate the adverse effects of severe weather, the CMT should be updated about weather alerts specific to their region or city. **If conditions prevail that may put the students, teachers or parents attending the school at risk, CMT shall make a call about cancelling the class and update the school director immediately.** The school Director along with other school board members will assess the severity of the risk involved and alert the parents, teachers and students about the class suspension. Under such circumstances, updates will be emailed and, posted on Facebook.
- Technological Hazards are a direct result of the failure of a manmade system or the exposure of the population to a hazardous material. Usually, little or no warning precedes incidents involving technological hazards. The CMT should prepare for hazards that might arise from technological hazards in and around their school. The following three (3) primary technological hazards could pose Impact: Fire/Explosion (electric/natural gas), Hazardous Materials Incidents (gas leaks, petroleum or chemical spills), and Critical Infrastructure Disruption/Failure (Due to the short duration of NYTA each week, this can be classified as electric, water, sewer & communications). During such incidents, CMT personnel will quickly assess the situation and if the risk prevails,

shall notify teachers of evacuation or Shutdown. Please refer for Evacuation and Shutdown procedures.

- School Specific Hazards are School specific hazards include those dangers that could occur within the school building, on school grounds or property. The CMT should routinely inspect the building, facilities and grounds for potential hazards and address as appropriate. Any visible threat to the physical premises or any suspicious activity will be reported immediately to the law authority (911).

3.2. Preparedness

The following preparedness activities and measures are incorporated into Security and Crisis Management Plan:

- Identify all exit doors and plan different evacuation routes both Off-Site (Outside school premises) and In-Site (Inside school premises)
- Identification of parent reunion areas and evacuation areas during a crisis or security threat
- Standardization of procedures for evacuations, lock downs, secure the building, stay put, stay tuned, and shelter in place
- Integration of students with disabilities and special needs into emergency response and crisis management planning. CMT personnel will be informed of and updated the name & room number of students requiring special assistance
- Drill, exercise and training schedules and documentation procedures
- Detailed floor plans, site maps, location of exterior door and other possible outlets are shared with teachers
- Maps depicting hazardous material site buffer zones and flood inundation zones should be distributed to the teachers
- Conduct debriefing of crisis and security threat possibilities to help analyze how school personnel and first responders function during an exercise or actual emergency. The lessons learned will be used to proactively develop and enhance plans and procedures that will ensure the safety of the school community.

3.3. Response:

During an emergency, these are the three possible response plans that implies to our School environment;

- Lockdown is used to describe enhanced security measures taken to protect against potentially violent intruders that may be inside the building or on the school site. The response secures students and staff, in classrooms, to prevent access or harm to the occupants of the lockdown locations.
- Stay Put, Stay Tuned is implemented to secure people from impact of severe weather advisory such as Tornado, Flood and Thunderstorm that impacts the roadway system or the premises occupied. Parents are allowed to “check out” their student from school earlier on such extreme weather conditions.
- Evacuation is used when locations outside of the school building are safer than inside the school. It involves the controlled movement of students from building to a pre-specified safe location.

Outline of response activities by CMT:

- Call 911 immediately
- Notify the teachers immediately of the response plan being implemented
- Quickly describe the nature of the Security threat or Crisis event and refrain from explaining in detail of the nature of the incident and the reasoning behind calling the specified response plan. This is to ensure time is utilized effectively to implement the response plan as quickly and efficiently as possible.
- Check on the special needs children listed and guide them to follow the response plan as quickly as possible
- Act and reassess the situation and if deemed safe inform every classroom
- Cooperate with local Law enforcement and Fire Liaison of detailing the incident and brief all the details involved in calling out the response plan.
- Make sure to check all the classrooms and restrooms for any remaining student/volunteer/parent and guide them to safe location immediately
- After reaching the safe location, get update from teachers of student master roster call
- In case of a missing student CMT personnel shall assess the risk of reentering the premises and act accordingly
- Cooperate with local Law enforcement and Fire Liaison of detailing the incident and brief all the

details involved in calling out the response plan.

3.4 Recovery

- Proper preparation and effective response to incidents can minimize the time required for recovery. The Recovery phase is designed to assist students, staff, and their families in the healing process and to restore educational operations in schools. Recovery is an ongoing process that includes not only the mental, emotional and physical healing process of students, faculty and staff, but a school's physical (buildings and grounds), fiscal (daily business operations) and academic (a return to classroom learning) recuperation.
- The type and extent of activities will vary in relation to the size and scope of the crisis. CMT personnel involved in any Security threat or Crisis event shall prepare a detailed report briefing all the aspects of the incident and submit it to the school board within 7 days of the event. In case of CMT personnel not being able to respond, school board will utilize other firsthand responders and prepare the report.
- The Report will serve necessary planning and other preparedness the school can implement to avoid such incidents in the future. The Report will be shared with the public within 10 days of the incident.