



MOUNT MERCY ACADEMY
SCHOOL SAFETY PLAN
REGARDING CRISIS INTERVENTION,
EMERGENCY RESPONSE & MANAGEMENT
2020

Mount Mercy Academy Safety Team

Authority

The Administration of Mount Mercy Academy recognizes that natural disasters such as earthquakes, floods, tornadoes and winter storms, man-made disasters such as fires, chemical accidents and toxic spills, and civil disorders such as bomb threats and hostage situations are potential threats to the safety of the school community. **In this past year, COVID 19 has also been added to the list of challenges as we attempt to protect all students and adults.**

Therefore, in September, **2020**, the Facilities Team of Mount Mercy Academy approved the following policy:

Advance planning for emergencies and disaster is essential to provide for the safety of students and staff should a threat to safety arise from fire or other causes; it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained to carry them out.

The Principal shall develop a school safety plan in compliance with the Commissioner of Education Regulation Section 2801-a, Chapter 16, Title II, Article 55. The plan shall provide for sheltering, evacuation, **pandemic**, early dismissal, written notification to parents, students and staff, drills and coordination with local and county emergency preparedness administrators.

The School Safety Plan for Mount Mercy Academy will be the official guide for the school in case of fire, civil emergencies and natural disasters. All personnel and students will follow policies and procedures set forth in the guide.

Legal Basis for the Plan

This plan is developed in accordance with the Regulations of the Commissioner of Education, Section 2801-a, Chapter 16, Title II, Article 55 (<http://www.p12.nysed.gov/sss/lawsregs/2801a.html>), a copy of which is attached as Appendix 8, and in recognition of the legal responsibilities for actions during emergencies set forth in Article 2-B of the New York State Executive Law (<http://www.dhSES.ny.gov/laws-policies/documents/Exec-Law-Art-2-B-2012.pdf>), **as well as CDC Guidelines and ECDH Guidelines.**

Statement of Purpose

This school safety plan is intended to set forth the information required by Mount Mercy Academy staff involved in a school or regional emergency due to the occurrence of a natural or man-made disaster, or civil emergency.

This information includes use of warning and communications systems, operating procedures, individual responsibilities, authority structure, resources available, and specific guidelines for the various actions open to the staff of Mount Mercy Academy to protect life and property during and after an emergency.

Assumptions

While it is likely that outside assistance would be available in most serious emergency situations affecting Mount Mercy Academy, it is necessary for the school to plan for and be able to carry out immediate responses during the first stage of an emergency and to be prepared to effectively coordinate resources with the larger community in the event of a more widespread emergency.

In keeping with the nationwide and county strategy of developing an integrated management system, this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.

2020-21 PROJECT SAVE PLAN
(SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION)
BUILDING-LEVEL SCHOOL SAFETY PLAN,
INCLUDING REQUIRED "DISTRICT-WIDE" COMPONENTS
[CATHOLIC] SCHOOL
SEPTEMBER, 2020

INTRODUCTION

Emergencies 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 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.

Catholic schools are considered districts in and of themselves. Therefore, even as just one school with just one building, we are required to have both District and Building Level Project SAVE School Safety Plans. This document is Mount Mercy Academy's combined District-wide and Building-Level Project SAVE School Safety Plans – with the confidential details of the Building Level Plan included as a separate Appendix.

Mount Mercy Academy supports the SAVE Legislation, **and intends to use these guidelines to promote safety and health.** This planning process will include meetings with parents, local police, security, School faculty and staff, and students to request participation in creating the plan, and feedback in reviewing the final plan. All constituencies will have full access for input.

The Mount Mercy Academy Safety Plan was developed by the Mount Mercy Academy Safety Team ('Safety Team') - which includes students, family, staff, local police and school safety personnel - for the **2020-21** School Year.

Our goals in creating and implementing our School Safety (SAVE) Plan are:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

Plans will be produced for the following (multi-hazard) situations: Fire, Intruder Alert, Bomb Scare, Medical Emergency, Gas Leak, Civil Disturbance, **Covid related emergencies** and will include plans for Rapid Dismissal.

Key School Data:

- Mount Mercy Academy will begin school in the Fall of **2020** with **190** students in grades 9-12, and **53** staff
- Address: 88 Red Jacket Parkway, Buffalo, NY 14220
- Phone number: 716-825-8796
- Principal: Michele Sixt Melligan
- Student Transportation – Via Public Transportation and yellow bus

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

1. The Mount Mercy Academy Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Directors of Mount Mercy Academy (the 'Board'), a Mount Mercy Academy Safety Team was created and charged with the development and maintenance of a Mount Mercy Academy Safety Plan ('Plan'). This Plan includes input from parents, students, staff and school safety and other personnel.
2. The Plan was developed by the School Safety Team through a series of meetings attended by constituencies outlined above, following Safety Plan guidelines distributed by NYSED. The Safety Team will review emergency response plans with security professionals and consult with other schools with high quality SAVE plans to ensure feasibility and thoroughness.
3. Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and well thought through planning. We will conduct table-top and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

B. School Safety Team

The Mount Mercy Academy Safety Team is comprised of, but not limited to, representatives from the Board of Directors, Administration, Parents, Students, Faculty, School safety personnel, and other school personnel as follows:

School Safety Team (Fall 2020)

Principal*	Michele Sixt Melligan	School Safety Team Head
Assistant Principal	Catherine Luhr	School Safety Team Member
Assistant Principal	Ruth Howard	School Safety Team Member
School Safety Personnel	Kate Lynch	School Safety Team Member
Assistant to the Principal	Joy Fruth	School Safety Team Member
Main Office Coordinator	Jeanne Burvid	School Safety Team Member
School Security	Doug Webster	School Safety Committee
Operations and Facilities	Joe Reynolds	School Safety Committee

C. Concept of Operations

- o The initial response to all emergencies at Mount Mercy Academy will be by the Core School Safety Team. Upon activation of the Core School Safety Team, local emergency officials and the Board of Directors will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required.
- o The Core School Safety Team will also serve as the Emergency Response Team and Post Incident Response Team.

D. Access to Floor Plans

A set of floor plans and a diagram indicating School Evacuation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of the School Safety Planning process. Every member of the School Safety Team will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official School Safety Binder Located in the Main Office

E. Revisions

1. This Plan will be reviewed periodically during the year and will be maintained by the Core School Safety Team. For the 2020-21 school year , a Safety Plan was created in **September, inclusive of all COVID rules and regulations for student safety** and reviewed by the Mount Mercy Academy Board of Directors prior to school opening.. Plan is complete. **The plan was reviewed and approved by the Mount Mercy Academy Board of Trustees and submitted to the NYSED before October 1, 2020. After 2020, the required annual review will be completed on or before July 1 of each year after its adoption by the Mount Mercy Academy Board of Directors.**

SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES

A. Prevention/Intervention Strategies

Mount Mercy Academy believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Drills/Exercises/ Student Training, School Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency contact information as per the below:

Prevention Programs

- o Program 1 - anti bullying programs, violence prevention meetings, conflict resolution sessions, mentoring programs, clubs, other school safety programs, diversity programs and forums for students concerned about bullying/violence, establishing anonymous reporting mechanisms for school violence/ bullying ,etc.
- o Mount Mercy Academy will also create a positive, safe learning environment for students by implementing a community service program(in accordance with COVID regulations) and by creating school schedules that minimize potential for conflicts or altercations.

Building Personnel Training

- o In preparation for planning and executing drills, the Safety Team will review information/guidance on the NYSED and New York State Center for School Safety websites as well as Safety Plans from other schools.
- o When hiring school safety/security personnel, the School will ensure all personnel have the appropriate background (experience and training) to fulfill their role, including training in how to de-escalate potentially violent situations.
- o The School will review the details of its Safety Plans with all faculty and staff prior to school opening (including all plan logistics, roles and responsibilities, and back up plans), ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.
- o At least one Safety Team member (**Fred Kirisits**)r will attend school safety training offered and share learning with the entire School Safety Team.
- o Members of the **Mount Mercy Academy have taken CPR and AED training.(Doug Webster, Kate Lynch, Mary Colby, Brittany Sancrainte). All students are taught CPR through Physical Education courses.**
- o Mount Mercy Academy staff members will take Violence Intervention training

Drills / Exercises/ Student Training

- o The Safety Team will conduct ‘table top’ exercises – playing through the execution of each multi-hazard plan using an actual school and neighborhood layout diagram.
- o The School will review all emergency response plans with students within the first 2 weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- o The School will conduct mandated actual safety drills that test components of the School Safety Plan. These drills will be conducted in coordination with local emergency response and preparedness officials, as follows:
 1. The School will schedule the dates and times of drills with local officials
 2. The School will notify parents one week before the drill
 3. Just before a drill, the School will contact local officials to announce the drill is about to start
- o The tentative schedule for School Safety Drills is:

Date	Drill	Type
TBD based on weather	Fire	
9/3/20-10/30/20		
11/1/20-4/1/21	Lockdown	

Implementation of School Security Policies and Protocols

School Safety/Security roles at Mount Mercy Academy are expected to be as follows:

- o School Security: 1 dedicated staff, located as follows:
 - At the start of the school day there will be a security guard at door **#4 (Joe Hallinan)**
- o Hall monitors: Faculty and Administration will monitor hallways before and after school, and during class change times.

Other School safety protocols include:

- Only door #4 of the school will be open at the start of the day.
- All school visitors will be required to show identification upon entering the school building, and as appropriate, visitors will be escorted to their destination. **Access will be strictly limited due to COVID precautions**
- The School has security cameras located throughout the building and at all entrance doors.
- The School has Student and Staff ID cards
- There will be a security audit conducted within the first 2 months of the school year.
- Principal and other Safety Team Members will be provided with walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.
 - (See detailed plans for each type of emergency response in Section IV: Response)

Coordination with Emergency Officials

■ The Team Safety Committee will contact local emergency officials to review Emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills.

(10/15/20)

Maintenance of Vital Education Agency Information

An updated School Staff contact list (with cell phone numbers) will be maintained by the Office Manager and placed within the School "Emergency/Safety" Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). Next to that binder will be a "Student Emergency Contact Binder" with Emergency Contact sheets for each student.

B. Early Detection of Potentially Violent Behaviors

Expert guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff in September 2020 as part of the School Safety Plan review. These Guidelines are available in the Parent Handbook. An age appropriate version of the guidelines will be discussed with students within the first month of school as part of the Anti-Bullying section of the School Advisory Program.

C. Hazard Identification

Through a walk-through and in consultation with local police and School Security staff, as part of developing the School Safety Plan, the School Safety Team identified the following potential emergency sites and situations:

Potential Emergency Site/Potential Emergency Situation

- School Building – particularly in stairwells, gym, cafeteria, auditorium
- Student confrontation
- Athletic Fields Student confrontation
- Buses Student confrontation
- Off-site Field Trips Student confrontation

SECTION III: RESPONSE

School emergency response plans were developed by the building-level school safety team and include the following elements: policies and procedures for the safe evacuation of students, teachers, other school personnel and visitors to the school in the event of a serious violent incident or other emergency which may occur before, during or after school hours, which includes evacuation routes and shelter sites and procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student. Included in the Building Level Plan Detail is a list of the members of the emergency response team, other appropriate incident response teams, and a post-incident response team.

A. Assignment of Responsibilities

The chain of command at Mount Mercy Academy in the case of emergencies is as follows:

1. Principal (Melligan)
2. Assistant Principals (Luhr/Howard)
3. Director of Operations (Reynolds)
4. Security (Webster)

B. Continuation of Operations

- In the event of an emergency, her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of the local emergency response team

- Upon relinquishing command, the Principal or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will follow the Chain of Command outlined above to ensure continuity of operations.

C. Notification and Activation (Internal and External Communications)

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- School Intercom
- School Phone system
- Cell Phones of School Safety Team and staff
- Walkie-Talkies (supplied to School Safety Team members)
- Bull Horns
- Whistles
- Email
- Text messaging
- Local media

Standard notification protocol will be for:

- Notification of an incident or hazard development to the Principal as soon as possible following its detection
- In the event of an emergency, the Principal will notify all building occupants to take appropriate protective action.

Also - upon the occurrence of a violent incident, the Principal will contact the appropriate local law enforcement officials and the Superintendent of Catholic Schools. A list of local law enforcement officials and Diocesan personnel along with contact information will be maintained in the School "Emergency/Safety" Binder in the Main Office. The Principal will also have a soft copy of this document on file, and a hard copy in their office.

In the event of disaster or violent act, as necessary, the Principal will also notify the Diocesan Communications Counsel and the Board of Directors via phone, and all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.

As necessary, the School will notify parents of a violent incident or early dismissal through use of the SchoolReach System and/or email and/or an Advisory phone chain (faculty member calls all parents within their Advisory). Parent contact information will be maintained on Student Emergency Contact forms, and with a school-wide email group. The School Reach System will also be maintained with current family/parent/guardian contact information.

Note – Families will be instructed in the Parent/Student Handbook as to where to find updated information and contact numbers for the school in the event of any emergency situation.

Note that an updated School Staff contact list (with cell phone numbers) will be maintained by the Office Manager and placed within the School "Emergency/Safety" Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). Next to that binder will be a 'Student Emergency Contact Binder' with Emergency Contact sheets for each student.

D. Situational responses

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

- Multi-Hazard Response
- Fire
- Intruder in the Building
- Medical Emergency
- Threat of Violence (by student, staff, visitor, other)
- Explosive/ Bomb Threat
- Hostage/ Kidnapping
- Civil Disturbance
- School Bus Accident

- Gas Leak
- Hazardous Material
- Biological Threat
- Radiological Threat
- Epidemic/**Pandemic**

The school will also provide violence de-escalation and early warning sign identification training to all staff within the first month of school.

Response to Acts of Violence

The below plan is in keeping with the School's Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

1. Injured parties will be taken care of
2. Offending individual will be contained
3. Principal will determine the level of threat
4. As required:
 - a. The immediate area of the act will be isolated and/or evacuated
 - b. Lockdown procedures will be activated
 - c. Local law enforcement agencies will be notified
5. Situation will be monitored and response adjusted as necessary
6. As necessary
 - a. Initiate early dismissal
 - b. Initiate shelter or evacuation procedures

Protective Action Options

Situation Plan

1. Shelter-In-Place (Lockout) – In case of an emergency that is outside of the building:
 - Principal makes announcement, no students are allowed to leave the building
 - Excess staff will monitor all building entrances/exits, especially during class change
 - Principal communicates with parents via SchoolReach
 - Students remain inside of the school building and follow directions of staff
 - Teacher increases situational awareness
 - Teacher conducts business as usual
 - Teacher follows all announced directions
 - No one will be permitted to enter or leave the building during a Shelter-In-Place

Lock-Down – In case of an emergency or intruder that is inside of the building:

- Principal makes announcement on the PA system: **“We are going into lock-down”**
 - Students remain silent and quickly move out of sight and away from the classroom door
 - Teacher quickly retrieves any students in the hallway and locks the classroom door
 - Teacher next to the bathroom/locker room will retrieve any students from within and then lock the classroom door. During this time, no one should approach the windows or answer the phone
 - Wait for emergency responders to open the door or for announcement that the drill is complete
2. School Cancellation
 - Monitor situation that may warrant school cancellation (Principal)
 - Make cancellation determination
 - Informs Superintendent of Catholic Schools
 - Inform Families/Students
 - Inform Staff
 - Inform Board
 - As necessary, inform other parties
 3. Early Dismissal
 - Monitor situation that may warrant early dismissal (Principal)
 - Make early dismissal determination
 - Agree on time to send early dismissal signal (intercom)
 - Contact Transportation providers and make required arrangements
 - Inform Families/Students
 - Inform Staff
 - Retain appropriate school personnel on site until all students have been returned home/picked up
 4. Evacuation (before, during and after school hours)

- Determine level of threat
 - Contact Transportation providers and provisionally make required arrangements
 - Clear all evacuation routes and sites
 - Evacuate staff and students to pre-arranged evacuation site
 - Account for all students and staff populations. Report any missing persons to Principal
 - Make determination regarding movement to Sheltering Site (Mercy Center or Salem Lutheran Church)
 - Make determination regarding early dismissal
 - If dismissing early, contact families/transportation providers for pick up
 - Ensure adult/continued school supervision/security
 - Retain appropriate school personnel on site until all students have been returned home/picked up
5. Movement to Sheltering Sites
- Determine level of threat
 - Confirm sheltering location, depending on nature of incident
 - Evacuate staff and students to pre-arranged sheltering site
 - Account for all students and staff populations. Report any missing persons to Principal
 - Make determination regarding early dismissal
 - If dismissing early, contact families/transportation providers for pick up
 - Ensure adult/continued school supervision/security
 - Retain appropriate school personnel on site until all students have been returned home/picked up

All of the above will be done in cooperation with local emergency responders.

For all Situations:

- **Notify the Superintendent of Catholic Schools as soon as possible.**
- **Contact the Diocesan Communications Counsel (kathy Spangler 716-847-8700) before informing any parents or the media.**
- Parents - The Principal will determine if and when parents need to be informed, and will do the informing. This will be done in consultation with the senior Administrative Team.
- Media - The Principal will determine if and when the media needs to be informed, and will do the informing. This will be done in consultation with the Diocesan Communications Counsel.
- The School Safety Team will convene within 48 hours of an event to conduct a Situation Debrief/Post Mortem. The Debrief process will include soliciting input from other school constituencies as follows: Principal asks for feedback from faculty and students (as appropriate), Principal asks for feedback from other school constituencies (staff, security staff, etc.). The results of this Debrief will inform future plan updates.

Arrangements for Obtaining Emergency Assistance from Local Government

- As necessary, the Principal will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/ Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the Head of School and Director of Operations in their offices.
- A record will be maintained of all Local Government Emergency Assistance requests and responses.

Procedures for Obtaining Advice and Assistance from Local Government Officials

- As necessary, the Principal will request advice and assistance from local government officials (county and city) and agencies such as the Red Cross. Contact names and numbers for all relevant local government officials and agencies, and the **Red Cross (716-886-7500)** will be maintained in the School Emergency/ Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the Head of School and Director of Operations in their offices.
- A record will be maintained of all Local Government Officials and Agencies requests and responses.

School (District) Resources Available for Use in an Emergency

The following school resources are available in case of an emergency:

- Cell Phone
- Tool Box
- First Aid Kit
- Flashlight
- Moving Carts

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies (see Multi-Hazard Plans above)

E. Security of Crime Scene

1. The Principal or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.
2. No item shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency.
3. Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

Mount Mercy Academy School Safety Plan

Part II

What If?....

2020-2021



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Crises Outline

Crises can take many different forms. Some crises could have a major impact on the company's reputation; others may only have a limited impact. Regardless of the magnitude of the potential crises, it is essential to be able to identify crises.

Categories and lists of potential crises have been provided to assist in identifying crises. While not all-inclusive, these crisis situations have been identified as having (a) a relatively high probability of occurrence and/or (b) a relatively high probability of warranting crisis communication activities, should they occur.

The list of potential crises can, and should, evolve as new potential crisis situations are identified.

The potential crises have been placed in the following categories:

Crises Involving Students ,Crises Involving Faculty and Staff ,Crisis Involving Facilities and Equipment , Crises Involving Critical Injuries and Fatalities , Crisis Involving Pandemics, Weather-Related or Natural Disasters, Financial and Economic Crises, Labor Relations Crises ,Neighborhood Crises and Miscellaneous Crises

Potential Crises

Crises Involving Students, Faculty and Staff

- Criminal Activity , Missing Student , Hostage/Kidnapping, Communicable disease, Discrimination/Harassment , Pandemic Crisis, Workplace Violence, Leadership/Management Resignations, Accusations of dishonesty or misconduct , Death/Injury

Crises Involving Facilities and Equipment

- Fire , Lockdown , Intruder, Loss of power ,Water main break , Gas Leak , Computer system hacked , Communications outage, Cooking accident , Food contamination

Crises Involving Critical Injuries and Fatalities

- Medical Emergency

Weather-Related or Natural Disasters

- Tornado, Flooding/Flash Flood ,Severe Thunderstorm/Hail, snow storm, blizzard, ice storm, Earthquake, Extreme Climate (frigid temperatures or heat wave)

Financial and Economic Crises

- Major tuition hike, Merger/Acquisition, Major litigation, Negative regulatory action, Bankruptcy, Embezzlement

Labor Relations Crises

--Strike, Walk-off, Union organizing, Union dissolving

Neighborhood Crises

- Multiple Alarm Fire, Major Accident, Hazardous Material, Explosion, Shooting

Miscellaneous Crises

- Mount Mercy Academy Program Ending, Disgruntled Donor

Emergency Protocol

IF A QUICK EVACUATION IS NEEDED BECAUSE OF IMMINENT DANGER TO THE BUILDING, THE FOLLOWING PROCEDURE WILL BE FOLLOWED:

- 1) Call 911 immediately. A teacher, student or any staff member contacts the Main Office via phone system. The Office Manager calls 911 and remains in contact with emergency services.. The Office Manager notifies the Principal :
 - a) If a doctor is needed, request the SMART team from 911. (This team, based at ECMC, includes a doctor trained for emergency medical assistance.)
 - b) Emergency information and health records of a student are found in the clinic.
 - c) Emergency information for a faculty or staff member is in a locked file in the Main Office and are found in Administrator Plus.
 - d) These files may be needed when answering 911 questions regarding an injured person.
- 2). In the event that police are needed, contact Police Precinct 15 / A-district (851-4409 or 851-4415).
- 3) The Principal sets up Incident Command Post (one room for directors of Police, Fire, Ambulance):
 - a). The Main Office will be used if possible.
 - B) Trocaire switchboard (across Choate Avenue from MMA) will be used as an alternate command post.
 - c). Fire and Police officers will take charge.
 - d). Central Walkie Talkies will be used if the public address system is not available. A cell phone will be used to contact emergency services.
- 4) The Principal notifies receiving facilities (when MMA evacuates): Mercy Center 825-5531, Trocaire 826-1200, Lorraine Academy 816-4809 (828-4809), or Salem Lutheran Church at McClellan Cir. 824-2787.
- 5) Local Emergency Management Office will be notified by the Fire Chief: 825-8919 Engine 4 at Hollywood and Abbott, Capt. Joe Fahey a) Staging area for fire trucks etc. Fire/Police will choose the place. b) Ambulances should be back away from fire trucks.
- 6) Students will walk to areas of safe refuge according to the plan.
- 7) All faculty and staff, if not in charge of a class or assigned to a specific emergency role, will leave the building with the nearest group of students.

No student is to call a parent on a cell phone or other phone.

Parents will be informed by way of an official message from the principal.

STUDENTS SHOULD NOT CALL PARENTS ON CELL PHONES IN A CRISIS. TEACHERS NEED TO REINFORCE THIS.

For all Situations:

- 1). Notify the Superintendent of Catholic Schools at (716) 847-5512 as soon as possible.
- 2). Contact the Diocesan Communications Counsel before informing any parents or the media.
- 3). Contact Kathy Spangler (716-847-8717) or Email: kspangler@buffalodiocese.org
- 4). Parents - The Principal will determine if and when parents need to be informed, and will do the informing. This will be done in consultation with the senior Administrative Team and Diocesan Communications Counsel.
- 5). Media –The Principal will determine if and when the media needs to be informed, and will do the informing. This will be done in consultation with the Diocesan Communications Counsel.

External Communications

The Principal shall issue all public communications; prepare news releases and brief media as appropriate... **No Mount Mercy Academy employee will provide information to the media during or after an emergency, unless specifically authorized by the Principal or President to do so.**

Crisis Management Team

Michele Melligan, Principal 716-866-4911

Catherine Luhr Assistant Principal 716-472-9123

Kathleen Lynch Team Member 716-913-3156

Doug Webster Team Member 716-698-8332

Joy Fruth Team Member 716-9492991

Crisis Checklist

Immediate Response

- 1). Appropriate “alarms” have been sounded
- 2). All persons with a crisis role are mobilized and informed as to who is coordinating the response and where the coordination/emergency operation center and medical and psychological first aid centers are located

This may include coordinators for:

- Overall crisis response
- Communications
- First aid (medical, psychological)
- Crowd management
- Media
- Transportation

- 3). School Reach activated

4). Team leader and others clarify whether additional resources should be called in (from the district or community – such as additional medical and psychological assistance, police, and fire)

5). All communication needs are addressed by implementing planned means for information sharing and rumor control (e.g. public address announcements, circulation of written statements, presentations to staff/students/parents in classes or in special assemblies)

This includes communications with:

- ___ Staff
- ___ Home
- ___ Students
- ___ Fire
- ___ Police
- ___ District offices and other schools
- ___ Crisis team
- ___ Community
- ___ Media

Follow-Up Activity

In the aftermath, check to be certain that:

- 1). Continuing communication needs are addressed (clarifying causes and impact; debunking rumors, updating facts, providing closure; updating information on available resources)
- 2). If relevant, family contacts are made to learn funeral and memorial service arrangements, and to determine if there is additional assistance the school can provide
- 3). Crisis-related problems continue to be monitored and dealt with (including case management of referrals and extended treatment)
- 4). Facets of crisis response that are no longer needed are brought to an appropriate conclusion
- 5). Debriefing meetings are held (to appreciate all who helped, clarify deficiencies in crisis response, and make revisions for the next time)
- 6). Crisis response plans are revised and resources enhanced for dealing with the next crisis
- 7). Appropriate prevention planning is incorporated (e.g., at least to minimize the impact of such events)

Pandemic Situations

In light of the Covid pandemic and/or any other pandemic/epidemic, steps have been taken to assure student and adult safety.

While in school, the following steps must be taken:

- *6 feet social distancing must be adhered to in classrooms, cafeterias, lockers and hallways
- *Masks must be worn in all classrooms, cafeterias and hallways. Masks are available
- *All students and adults must have their temperature checked upon entering school. If temperature is elevated, the individual may not enter the building
- *If symptoms occur during school, an isolation room has been established in room 107. A nurse is on site daily
- *Students and parents must abide by Erie County Department of Health, NYS Department of Health and CDC guidelines for re-entry to school
- *Twice a day cleaning of lavatories
- *PPE supplies are in each classrooms and teachers are responsible for sanitizing desks between classes
- *All communal surfaces washed down after use (cafeteria tables, desks)
- *Deep cleaning is completed each day at the end of the day in each room (unless otherwise noted)
- *The school is ready for a total distance learning should such situations arise and distance learning should be in place for students who have elected to complete course work using distance learning
- *The school will notify students, parents and staff of any changes using the school reach system.

Faculty and Staff Health and Safety Policies

All Faculty and Staff are oriented to their duty to perform the actions found in the Red Crisis Folder every desk in every classroom. All employees are required to follow and participate in fire drill/evacuation/lockdown procedures. Faculty orientation students to rules of fire/lockdown drills, including how to exit, where the classroom key is for lockdown and how to call the Main Office. **Faculty and Staff are also responsible for maintaining protective procedures during the COVID pandemic.**

Mount Mercy Academy has a full time RN present on every school day. **Mrs. Collins maintains all health records and is the point person for COVID response within the school.**

All coaches (and many of the Faculty) have been certified for **First Aid, CPR and AED**. In addition:
 One teacher is a certified First Aid/CPR/AED instructor.
 One teacher is a volunteer fireman and first responder
 All teachers have received COVID training/cleaning
 All teachers have received bloodborne pathogen training
 All teachers have COVID cleaning supplies in their room
 All teachers and staff are invited to a flu shot clinic sponsored by Mrs. Collins, RN

Every faculty and staff member and students have been oriented to CDC, NYSDH and ECDH procedures concerning COVID protocols, including, but not limited to : Hand washing, desk cleaning, temperature taking and proper mask techniques.

Yearly, as per New York State, every student is instructed in CPR through the Physical Education department, Any teacher of a student with a specific health problem (diabetic/seizure) has been notified and told how to respond should an event occur.

Any teacher of a student with an IEP/504 plan has been notified and has procedures in place for those students.

Yearly, as per New York State, every adult is oriented about bloodborne pathogens and other methods of spreading diseases (MERSA, cold/flu). In 2020, all adults (and students) were made aware of COVID protocols as well. These protocols are practiced daily.

Classrooms, Library Media Center and the Dining Hall have been spaced in accordance with ECDH, NYS and CDC guidelines for COVID safety

The school maintains a very good relationship with community health, safety and fire agencies.

We are in a partnership with Mercy Hospital across the street through our Health Care and Career Club as well as the Sisters of Mercy.

We regularly pass NYS inspection of our kitchen equipment and service.

We have hired a security officer for the protection of the entire building and have installed cameras to ensure safety.

Because of COVID procedures, all students enter through door 4 and have their temperature taken immediately. A full protocol is in place for the procedures if a student or staff member may have been exposed to COVID. The school is equipped with an isolation room and bathroom for this situation.

All faculty and staff are required to take their temperature at home or use the school thermometer upon entry to the school. Anyone with an elevated temperature is sent home and may not enter the building.

We are in regular contact with area fire and police organizations about our training for fire/lockdown program

SECTION IV: RECOVERY

Mount Mercy Academy Recovery (Post Incident Responses) will include, but not be limited to:

Short term:

- Mental health counseling for staff and students
- Building security
- Facility Restoration
- Post Incident Critique
 - After the recovery stage of any incident, the Mount Mercy Academy Safety Team will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.
- Other....

Long Term:

- Mental health counseling for staff and students
- Building security
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

Note that the Mount Mercy Academy Safety Team has coordinated with statewide plans for disaster mental health services to ensure that the School has access to federal, state and local mental health resources in the event of a violent incident.

After the recovery stage of any incident, the Mount Mercy Academy Safety Team will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.

Appendix 1: School Buildings covered by this District-Wide/ Building-Level School Safety (SAVE) Plan Mount Mercy Academy

88 Red Jacket Parkway, Buffalo, NY 14220

Michele Sixt Meligan

Principal

716-825-8796 x113

Mmelligan@mtmercy.org

Appendix 1: School Area Map(s)

Appendix 2: School organization chart, including indication of School Safety Team members and the School Safety Team Chain of Command

Appendix 3: Local emergency resources contact list

Appendix 4 : Regulations of the Commissioner of Education, Diocese of Buffalo

To: Principals

From: Christian Riso, Assistant Superintendent of Government Services
Re: Fire Drill and Lockdown Drill Guidelines, Updated for COVID-19
Date: September 21, 2020

NYS Educational Law requires emergency evacuation drills to include the following:

1. The statute requires twelve drills be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be evacuation drills.
2. Eight of the required twelve drills must be completed before December 31st.

Based on the above law, it is recommended that all Diocese of Buffalo Catholic schools conduct six Fire Drills and two Lock-Down Drills prior to December 31 of each school year. Once the first eight drills are completed as recommended, two Fire Drills and two Lock-down Drills will remain to be conducted from January 1 through June 15 of each school year.

It is the duty of the principal or principal's designee of your school to instruct all members of the faculty and staff with the procedures to be followed during Fire and Lock-Down drills. Students must be instructed at one of these drills about procedures to be followed if a fire occurs during a lunch period. Be reminded that conducting other safety drills, such as lockout or evacuating to your alternate site, must be practiced so that all faculty, staff, and students are familiar with how to proceed during an emergency. Please refer to your enacted "School Safety Plan" for guidance on conducting safety drills. **In response to the COVID-19 pandemic, NYSED is recommending that schools modify drill procedures to maintain social distancing as a way to minimize the risk of spreading infection during drills.**

In order to ensure that you have completed all needed drills for the year, you may want to use the "Fire Drill/Lock-Down Record Form" below, listing the date, type of drill and any notes related to drill modifications, time, and duration of all drills; Section A must be completed by December 23, 2020 and Section B must be completed by June 15, 2021. Thank you in advance for your conscientious efforts to provide a safe environment for your school community.

Fire Drill / Lock-Down Record Form 2020 – 2021

Per Education Law, all Catholic schools are recommended to conduct six Fire Drills and two Lock-Down Drills prior to December 31 each school year. Two Fire Drills and two Lock-down Drills are also recommended to be conducted from January 1 through June 15 of each school year.

In Section A, give the date, type, time, and duration of the drills held between September 8, 2020 and December 23, 2020. In Section B, give the date, type, time, and duration of the drills held between January 4, 2021 and June 15, 2021.

School: Mount Mercy Academy
Principal: Michele Sixt Melligan

Section A – Drills Completed by 12/31/2020				Section B – Drills Completed after 1/1/2021			
Date	Type/Notes	Time	Duration	Date	Type/Notes	Time	Duration
1. 9/22/20	FD	1:20 pm	1:35.	9.			
2. 9/23/20	FD	11:47 am lunch	1:31	10.			
3. 9/23/20	FD	2:10 pm	1:31	11.			
4. 9/25/20	FD	8:20 am	1:45	12.			
5. 9/25/20	FD	1:15	1:44	Please indicate the date a fire drill was conducted during a lunch period:			
6. 10/5/20	FD	12:01 lunch	1:51				
7.							
8.							

Fire Evacuation Routes Mount Mercy Academy

McAuley Wing:

There are 3 doors from which to evacuate: 1,2,7

Rooms 1,3,4,5,6,7,8,10 will exit by the center staircase and out door 7 into the parking lot. They will turn right and walk up west up Red Jacket Parkway.

Should door 7 be blocked, the classrooms should exit out the side staircases into the grotto and west on Choate Ave,

Main Building:

Exit doors are 3, 4, 6 from which to evacuate.

Ground floor: Rooms 19,18,11,12 exit door 3 and turn left (east) and walk up Red Jacket

Ground floor: Rooms 14, 13, 17 and 18 exit door 4 and turn right (west) on Red Jacket

Main Floor:

Office and rooms 101, 102 and LMC exit door 3 turn left (east) and walk up Red Jacket Parkway

Room 103and Gym exit through door 4, turn right (west) and walk up Red Jacket Parkway

2nd Floor:

Rooms 201,202, 210, 209 exit door 3, turn left (east) on Red Jacket

Rooms 203,204,205,206 207 exit door 4, turn right (west) on Red Jacket

Cafeteria: if kitchen fire, exit door 4 and 7.