



# School Safety Plan & Emergency Response Procedures

Green Tech High Charter  
BEDS CODE 01010086907

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## **Introduction**

Emergencies and violent incidents in our school are taken seriously and dealt with expeditiously. The School Safety Plan is responsive to the needs of our schools and the plan is specifically sensitive to the urban location of our building and the age of our students. 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 each school district and its schools. Green Tech Charter School supports the SAVE legislation and intends to facilitate the planning and implementation process using members of the school, community, law enforcement and state expertise.

## **General Considerations and Planning Guidelines**

GTH is developed pursuant to Commissioner's Regulation. To this end the Green Tech Board of Trustees asked the Principal to coordinate the plan's development using numerous stakeholders including school staff, community residents, and police agencies. The format and terminology follow the Project SAVE Technical Assistance Chart provided by NYSED.

## **School Safety Team – Membership (Appendix C)**

The Principal of the building is designated as the primary contact for our building. When the Principal is away, the Chain of Command is followed (See Appendix B). Every adult in our school serves a duty on our overall school safety, but the team consists of those on the Chain of Command, a parent, the school nurse and select teachers. (See Appendix C) Our students are participants in our plan, but not co-authors.

## **Expected Behaviors during an Emergency**

Action steps reflected in the School Safety Plan will guide our behavior. The initial response to the emergency will be a gathering of information by the Principal in conjunction with members of the chain of command for coordination of effort. Those NOT in the direct chain of command have a role of supervising children, in whatever the emergency. Local, County and State Police agencies as well as Fire and Emergency Medical services will be called on to supplement efforts when needed.

The Principal is identified as the person-in-charge and is expected to remain at the determined command site, the school's main office at 99 Slingerland St. Albany NY, 12202. All communication is to be coordinated through the Principal's office via the school's main number of **(518) 694-3400**.

## **Plan Review and Public Comment**

This plan shall be monitored constantly, reviewed collectively, periodically updated and maintained on file in the school office. Most of its components shall be treated as confidential and available only to those with a vital need to know the specifics of the plan. The school safety plan is treated as confidential and not subject to disclosure under

Freedom of Information requests or any other provision of law. Any non-confidential components will be made available for the public upon request.

The updated safety plan will be approved by the School Board composed of the President and members who will recommend it for adoption at the Board of Trustees meeting. Copies of all plans will be resubmitted to the New York State Education Department as well as to the appropriate police authorities upon approval.

Each year the Safety Team will meet prior to September 1st, to discuss the emergency response procedures. The team will work with local law enforcement officials to utilize available resources and expertise to practice and plan for an emergency. As appropriate, an assessment of the time and feasibility of such responses will be made to determine strengths and weaknesses of the existing procedures.

The plan will be updated as needed. It is considered a ‘living document’ that will be modified based on the latest research, prudent safety steps and the needs of the school, its students and staff. The plan is designed to ensure integration and coordination with emergency planning at local, county and state level.

While it is not always possible to have immediate outside assistance during serious emergency situations affecting GTH, it is necessary for the school to plan for and be able to carry out immediate responses during the incipient stage of an emergency. Further, the school is to be prepared to effectively coordinate resources with the larger community in the event of a widespread emergency.

## **School Safety Response Plan**

The prime motivation of this plan is to provide a safe environment for our students and staff. Since a crisis is by nature unpredictable, this plan is designed as a blend of common sense, best judgment and swift (achievable) action steps to protect students and staff. It will be reviewed and modified as appropriate. Although the plan considers specific emergency situations (such as bomb threats, intruders on campus, hazardous material spill, or fire), others are entirely possible. It is intended that the action steps found within can be quickly and logically pressed into service in other situations or conditions.

The school will establish an internal warning code to be used to alert all building occupants of an emergency. The PA will alert all teachers and staff to go to a **‘lock-down’ condition. Lock Down code is ‘Code 99’**. Once this alert is received by staff, all normal operations will cease. Staff will follow instructions as disseminated by the principal.

Instead of numeric codes for problems in a specific classroom, teachers have telephones to call the main office if such a problem were to occur. These calls would take place if a student or teacher lost control of his/her capacities.

The school floor plans will be provided to local authorities in an emergency and copies are kept on file in the school and made available by the school’s operations/business manager. See Appendix D.

## **1) Risk Reduction/Prevention and Intervention Components**

### **a) Prevention and Intervention Strategies**

- i) The Principal provides mentoring in appropriate behavior, counseling, and discipline.
- ii) Character Education is taught to all students by their homeroom teacher. Some of the concepts covered are violence prevention, bullying, and non-violent conflict resolution. Character Education is also taught by all adults in the building on a day-to-day basis by example.
- iii) Students are encouraged to approach any staff member in the building whenever they have a concern, especially when it involves violence or an emergency.
- iv)

## **2) Training, Drills and Exercises**

- a) **Annual Multi-Hazard Safety Training** - In order to implement this plan effectively, faculty and staff will receive appropriate training in emergency procedures. Violence Prevention, Child Abuse and Safe Restraint will be offered to all school staff on an annual basis during the pre-service staff development training occurring two weeks prior to the start of each school year.
- b) **Test Components of the Emergency Response Plan** - The Safety Team will conduct building wide drills annually, including fire, general evacuation and lockdown. Following the drills, there will be a debriefing session with involved staff, perhaps local law enforcement agents, and local emergency response agents to assess and where needed, improve response measures and communications. Green Tech will periodically conduct a test of the Safety Response plan for sheltering or early dismissal. Transportation and communication procedures shall be included in the test. Staff and students will receive information and instruction prior to and after the test to increase understanding and decrease anxiety.
- c) **Hall Monitors/Personnel Acting in a School Security Capacity** – There are no hired “security guards” at Green Tech. However, the Principal is constantly policing the halls at times when the discipline room is empty. All visitors must ring a doorbell to gain entrance to the building. The school Office Manager controls the front door. Fingerprinting and background checks are done for all staff upon hiring.

## **3) Implementation of School Security**

- a) **School Building Security** – The building has video cameras that constantly survey the property. All video can be replayed at any time using the Digital Video Recorder that the cameras feed. Any doors that are not covered have alarms that ring should a child attempt to leave the building. The chain of command responds when appropriate.

#### **4) Vital Educational Agency Information – Appendix A**

#### **5) Early Detection of Potentially Violent Behaviors**

- a) **Annual Training** – Violence Prevention, Child Abuse and Safe Restraint will be offered to all school staff will be on an annual basis during the pre-service staff development training occurring two weeks prior to the start of each school year. Additional staff development may be offered based on availability and need.
- b) **Dean of Students** – One of the roles of the Dean of Students is to work with Green Tech and parents to ensure optimal learning conditions for the student population. Information regarding staff development pertaining to violence prevention and early detection is posted by the parent coordinator. Literature to the community, staff and students will be disseminated by the Office Manager upon approval by the Green Tech Principal. It is the Office Manager's responsibility to alert faculty should a student be considered at-risk due to traumatic experiences outside of school.

#### **6) Identification of Community Sites with Potential for Emergencies**

- a) KIPP - All hazardous material is locked in one janitorial closet.
- b) Empire State Plaza and surrounding NYS buildings
- c) Routes 90, 787, and 87
- d) Albany International Airport
- e) Crossgates Mall, Colonie Center
- f) Port of Albany
- g) Albany Med/St. Peters
- h) Other School in Area

## **7) Response – Notification and Activation**

- a) **Law Enforcement in Violent Incident** - Law enforcement officials will be notified via 911 by the principal or any member of the Safety Team when deemed appropriate.

(a) City of Albany Police, Albany Fire Dept, & NYS Police

### **Call 911**

- b) **Informing All Educational Agencies** - At the initiation of the threatening event, the principal the plan and notifies the Safety Team as described. Notifications to various police, fire and emergency/safety organizations will generally be made by the school Office Manager.
  - i) Methods of communication within our building can include, but not limited to personal contact, PA, telephone, 2-way radio, email, or cell phone.
  - ii) Messages regarding early dismissal, sheltering in place or evacuation of a school will be sent to the broadcast media through the business manager's office. The media will be notified by telephone and/or any other available means.
  - iii) Depending on the seriousness of the emergency, the Chief of Police will be contacted as soon as feasible regarding any of these actions.
  - iv) Principal will issue all internal and external communications, prepare news releases, and brief the media as appropriate. No employee should provide information to the media during or after an emergency unless specifically authorized to do so.
  - v) Media will be given information regarding injuries or deaths in a timely fashion and when appropriate through the Principal's Office or Brighter Choice Foundation.
- c) **Contacting Parents, Guardians and Persons in Parental Relations** – In the event of an emergency, parents and guardians will be called by the supervising teacher and/or teacher assistant. Additionally, the business manager closes or delays school via one-call now automated communication system.
- d) **Notifications** – Treatment for Injury
  - i) It is the responsibility of the school nurse to notify the parent of any medical treatment or serious injury. However, in cases of multiple emergencies where the school nurse's first duty must be to provide assistance to students, the principal shall delegate the notification responsibility to another staff member or shall provide the notification.



## 8) Situational Responses - Identification of Potential Emergencies

- a) **Natural Disasters** - Analysis of common weather patterns shows that the highest likelihood of a natural disaster would be from a sudden winter storm. Severe thunderstorms with high winds have also been known to sometimes cause significant damage in our area. There is a little perceived likelihood of damage from earthquakes, hurricanes and flooding to the school although such events in the surrounding community could impact the school as a 'safe harbor' for the community.
- b) **Man-made Disasters** - Green Tech has identified building-specific manmade disasters. Possible man made disasters could include, but not limited to plane crashes, toxic releases from highway accidents and chemical/hazardous material spills.
- c) **School Disasters** - Acts of violence, terrorism, fire, explosion, water line breaks, or toxic substance release could occur in our school. Therefore, procedures for handling these types of emergencies are included in the plan.

## 9) Identification of Responses to Emergencies

- a) **Emergency School Closing** - School is closed or delayed in opening only when the weather or other emergency makes it impossible or unsafe to hold school. If it is necessary to close or delay schools, parents, students and staff will be notified in the early morning on area radio and television stations. The principal closes school via email and school one-call automated communication system.
- b) **Early Dismissal** - Due to the fact that drivers are not readily available during the day, early bus dismissal is an option only in the most unusual circumstances. The business manager in consultation with the Supervisor of Transportation of Albany City Schools and/or other transportation agencies will determine if dismissal of schools is an option. The fact that our school can not transport students home early is a function of our charter school relying on transportation from the surrounding school district and/or other transportation agencies and not owning its own buses. Green Tech could close school early but it would require that parents retrieve their children.
  - (a) Early dismissal should be used only if it is likely that all students will reach their homes safely. If a community-wide disaster is impending, it may be preferable to evacuate the students to a safe location where parents can pick them up. These locations could include a neighboring school, local churches, or another area designated as such by Green Tech.
- c) **Evacuation** - It is appropriate to evacuate a school building in the event of fire, explosion, some toxic chemical releases, earthquakes, some violent acts, or when ordered by law enforcement officers because of dangerous activity in the area.
  - i) The signal to evacuate the buildings shall be the regular PA announcement tone followed by the Principal or designee declaring a "**code 100**". A code 100 means that the same evacuation procedures as a fire drill should be followed. Additional verbal instructions may also be given.

- ii) If an evacuation is to be ordered, all groups will evacuate the building as quickly as possible after all evacuation routes have been secured. Normal fire evacuation routes shall be used unless teachers are instructed otherwise.
  - iii) Teachers will be required to bring their class lists with them and count their students at the designated assembly at least 75 feet away from the building. They will immediately notify the principal of any missing students.
  - iv) No one is to reenter the building until an appropriate authority gives an all clear.
- d) **Evacuating to Another Site** - Depending on the scope of the emergency and the projections of likely safe areas, designated gathering points for evacuated students and staff will be used. The principal will receive information as to the appropriate evacuation location and the (secured) route to get there.
- e) **Shelter in Place** - Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day.
  - i) Students will normally remain in their classrooms, but groups may be taken to such places as the gymnasium and/or cafeteria. In the case of high winds and tornadoes, these areas must not be used, and students should be prepared to move into the hallways.
  - ii) In case of such emergency, the principal shall give directions over the public address system.
  - iii) Teachers moving students from their classrooms must take their class lists and accompany their children to the designated area. Staff will stay with the students until formally relieved of their duties by their supervisor.
- f) **Shelter (Community)** – When/if the building needs to be used as a community disaster shelter site, or when students from another school are evacuated to that site, the principal or designee will staff the Command Post to coordinate activities and assist in communication.
  - i) The team will tour the portion of the building to be used prior to occupancy to assess condition and inventory equipment present. The manager of the cafeteria may be called in to supervise the use of the kitchen facilities. In the manager's absence, the staff most familiar with the kitchen will be assigned this duty. Members of the maintenance or custodial staff familiar with the building may also be assigned to assist in assuring appropriate maintenance of the facility.

## 10) Types of Potential Emergencies

- a) Aircraft Crash
- b) Air Raid/Emergency Procedures
- c) Armed Person, Hostage or Terrorist Activities
- d) Bomb Threats
- e) Bus Accident
- f) Chemical Accident
- g) Civil Disobedience; Student Disorder
- h) Explosion/Fire
- i) Flash Flood
- j) Flood
- k) Food Poisoning or Other Mass Illnesses
- l) Hazardous Material Spill Off School Premises
- m) Injury at Athletic Event
- n) Radiological Emergency
- o) Receipt of Suspicious Letter/Package
- p) Bio-terrorist threat
- q) Tornado, Severe Windstorm, Thunderstorm
- r) Utility Failure
- s) Winter Snow/Ice Storm

## 11) Responses to Intruder or Other Building Emergency Situation

- a) Main office will be made aware of an emergency or stranger in the building or on campus. The administrator in charge will investigate the situation and determine the extent of the threat.
- b) If deemed appropriate, the administrator in charge will signal staff, through the use of the “PA” to lockdown (**code 99**) the building.
- c) Halls and bathrooms will be checked and cleared by The Principal or his designee.
- d) Students in the cafeteria, gym, auditorium, and other non-classroom areas or outside should remain where they are, with the adult(s) in charge.
- e) Classroom staff should
  - i) Lock and close their doors with classroom keys
  - ii) Keep students away from windows and doors
  - iii) Maintain absolute silence
- f) The school office contact is responsible to call the authorities for assistance via 911.

12) **Responses to Acts of Violence: Implied or Direct Threats- e.g. Bomb Threats, Threats of Violence**

- a) The receiver of the threat should attempt to get all information possible from the caller/suspect.
- b) Receiver of the threat notifies the principal of the building or designee who in turn notifies the chain of command. In the absence of the principal, the chain of command will be utilized. The principal will remain in the office to receive further directions. The principal's office will be designated as the Command Center.
- c) The principal or business manager will have building room maps, locker assignments, spare room keys and all other security materials. The principal or business manager will initiate (with available staff) a visual search of the hallways of the building for any unusual object. Nothing should be touched. If something out-of-the-norm is found, the staff member will directly report it to the principal. Once a hallway is secured, the principal will be notified by those doing the search.
- d) According to police authorities, urgent evacuation is NOT normally needed.
- e) Evacuation sites can include gymnasiums, auditoriums, another building, city streets, athletic fields or buses. An external evacuation site and routes to it must be secured before anyone is to move to the area. This mirrors our fire drill procedure of street evacuation. We do not have the luxury of bus garages or fields, as we are an urban location.
- f) If and once the evacuation is authorized, the business manager and principal will lock all doors to the threatened building. No public access will be allowed.
- g) Once all sites have been secured, the principal will be notified when to begin the evacuation of the building.
  - i) Through the "PA System", the principal or designee will announce the evacuation "**code 100**" (location and time) in a prescribed, orderly manner.
  - ii) Staff should take attendance information and leave the door open.
  - iii) Students should take with them only those possessions that they brought to class.
  - iv) No student is allowed to leave to go to a locker.
  - v) Staff should move students to the evacuation site and remain there for further instructions, as they would in a fire drill.
  - vi) Maintenance/custodial staff (along with any chain of command staff) will assist police in a room-by-room search. The principal should remain in the main office to receive information.
  - vii) Public communication about the bomb threat will come from the principal (or designee) as soon as possible after the conclusion of the incident
    - (1) A letter will be sent home (and mailed later) with the students to explain the event.
    - (2) The staff will receive an email of this letter and, if appropriate, information gained during the threat. Some information may not be divulged due the needs of the law enforcement agencies and their pending investigation.

- (3) Any information sought by the media will be directed to and given out through the principal (or designee).
- viii) The School Board and the State Education Department will be notified of the bomb threat.

13) **Hazardous Chemical/Substance Spill**

- a) The principal (or other designee) notifies the chain of command of the situation.
- b) If warranted, the decision to evacuate the building will be done so by sounding the fire alarm or calling a “**Code 100**”. Both actions have the same effect. Before an evacuation is conducted, all routes out of the building must be determined to be safe and away from the spill area.
- c) The local Fire Department and New York State DEC will be immediately notified if deemed a problem beyond the reach and expertise of the Safety Team.

14) **Fire**

- a) The school has fire drill procedures posted in every room, and drills are tested and practiced annually. Fire drills are standard evacuations that will also resemble a “**code 100**”, **known as external evacuation**. In almost all instances, fire alarms will sound, as a recognized symbol necessitating evacuation.
- b) All staff members are involved in assisting children out of the building and to designated stations on surrounding streets. Emergency response staff helps secure the building and leave last. The goal of the school is to evacuate in under 1:50 seconds.

**15) Acts of Violence - Zero Tolerance Policy for School Violence**

- a) Principal or designee will be alerted immediately to react to the following situations. The Chain of Command will be followed in all instances.
  - i) **Violent Behavior** -Students shall receive suspension (length to be determined by the Dean of Students and/ or Green Principal ) for any violent behavior and will participate in a meeting with their parents and the principal to outline appropriate behavior and corrective actions. Disciplinary actions will be followed in accordance with the articles of the Green Tech Employee and Student Handbook and related provisions found under the Education Law, Regulations of the Commissioner of Education and local laws.
  - ii) **Visitors Participating In Any Violent Acts On School Grounds** - The appropriate authorities will be called to respond (Police, Children and Family Services). All visitors are bound by the Board of Education policies as outlined in the School Code of Conduct. Law enforcement agencies will be notified and criminal charges applied when necessary. Law enforcement regulations will determine the consequences of the incident.
  - iii) **Violence Committed Against Students** - Child Abuse reporting procedures will be followed for all acts of violence learned to have occurred in or outside of school.

**16) Response Protocols**

- a) Chain of Command will be used in response to all emergencies.
- b) Incident Commander will ultimately make decisions based on input from the team.
- c) Incident Commander will determine how best to disseminate information using a variety of means including the school website, telephone, mail, local media, and one-call now automated communication systems. Refer to specific emergency plans.

**17) Arrangements for Obtaining Emergency Assistance from Local Government**

- a) Incident Commander will determine what outside agencies to contact given the situation. In emergency situations, 911 will be called and police and/or fire departments will dispatch.
- b) Any adult in the building can call 911 in the event that a person needs immediate medical attention and their condition may be life threatening.

**18) Procedures for Obtaining Advice and Assistance from Local Government Officials**

- a) A list shall be maintained of all copyholders of the emergency plan. The plan shall be evaluated and modified as needed after each use. The plan shall be re-published to all those in need whenever appropriate. The members of the chain of command will meet with city offices to review plans and seek assistance with appropriate procedures. When/if assistance is required, the following procedure will be followed:
- b) Incident Commander calls 911
- c) Incident Commander provides 911 with location, type of emergency, that it is a school and children are involved, etc...
- d) Local Agencies respond and take lead.
- e) Post-incident response may include the following:
  - i) Red Cross
  - ii) United Way
  - iii) Mental Health professionals
  - iv) Neighboring district psychologists and social work personnel

**19) School Resources Available for Use in an Emergency**

- a) On a daily basis, buses are available to transport students. They are present in the morning at school opening and at day end dismissal. They are a fleet of leased buses from a vendor and not the property of the school; therefore, they are not at the school's disposal during the day. Any evacuation between morning start and day end needs to be on foot at designated evacuation spots.
- b) All rooms in the building are equipped with a computer and telephone. Limited medical supplies are available in the nurse's office. A defibrillator is also available in the nurse's office. Classrooms have televisions and the main office has a fax machine.
- c) Depending on need and the scope of the emergency, additional help may be sought from neighboring schools: Albany City Schools.
- d) Depending on need and the scope of the emergency, additional help may be sought from the following sources:
  - i) Albany Fire Department
  - ii) Emergency Medical Services
  - iii) Albany Police Department
  - iv) Albany County Sheriff's Department
  - v) New York State Police

## **20) Procedures to Coordinate the Use of School District Resources and Manpower During an Emergency**

- a) Upon receiving notice of an emergency in which the health and safety of students or staff is at risk, the principal or his designee will implement emergency response procedures. This person is responsible for contacting the appropriate staff and coordinating the general response. Individual members of the Safety Team are responsible to contact various others including community emergency service agencies.
- b) Members of the Safety Team shall report to or maintain verbal contact with the Command Center. The Command Center is located in the principal's office or other suitable location if that office is unavailable. In the case of an emergency that involves the use of fire or police resources, the team will yield command to the appropriate emergency authority, and shall work cooperatively with the on-site commander to ensure optimal response.
- c) **Evening and Weekend Emergencies** - In the case of an emergency when an event is being held at the school, the responsible staff person shall immediately notify the Business Manager who will contact the principal to determine the need to initiate the Emergency Response process. Because the school can only be opened on weekends by the Principal or Business, either person would be present at that time.

## **21) Protective Action Options**

- a) In the event of an emergency, the principal and members of the Safety Team will be gathered for problem identification and information sharing. The principal will determine the next steps of the plan to be implemented and will act in the perceived best interest to protect students and staff.
- b) In order to ensure timely response, the principal or designee may declare a school emergency, implementing the response procedures set forth by this document. As soon as feasible, the Emergency Command Center (principal's office) will be placed in service, and the Chain of Command will report to this site or contact it through phone or two-way radio. The principal or designee will remain in charge of all school activities until the conclusion of the emergency or until civil emergency authorities possibly take command of the situation. The Principal or Designee will implement the following:
  - i) Take control once notified of the emergency.
  - ii) Make decisions regarding the appropriate emergency response.
  - iii) Order evacuation as needed.
  - iv) Notify appropriate agencies for assistance.
  - v) Turn over control to appropriate outside agencies as required by law.
  - vi) Perform testing of the Emergency Response Procedures on an annual basis.
  - vii) Meet with local government and emergency service officials to develop procedures for advice and assistance to situations that exceed the expertise and/or resources of the school.



## **22) Recovery**

**a)** After any emergency which has resulted in the serious injury, death or emotional trauma of a student or staff member, the entire staff will be used to assist with post trauma counseling. Planning and establishing the debriefing sessions will be the responsibility of the Principal and members of his immediate staff. Needed and appropriate alterations in the safety plans will be implemented based upon the debriefing sessions.

**b)** For critical situations that require the utilization of community mental health resources, the Chain of Command will be responsible for contacting the appropriate county mental health agency for assistance, guidance and trained personnel, as needed.

## **23) Post Emergency Report and Assessment**

**a)** The Principal will meet with the staff to assess the emergency responses and the effectiveness of the plan. The plan shall be modified as necessary based on the evaluation. The Principal and the members of the chain of command will complete all necessary reports to local and state officials.

## **Appendix A: Fact Sheet**

### **Green Tech High Charter School**

**Name of School:** Green Tech High Charter School

**Address of School:** 99 Slingerland St  
Albany, New York 12202

**Telephone:** 518-694-3400

**Fax:** 518-694-3401

**Contact:** Dr. Andrea Lowe  
alowe@greentechhigh.org

**First Designee:** DJ Jones, Dean of Students  
mjones@greentechhigh.org

**2024-2025 Population:** 450 Total Students

**Total Classrooms:** 37

**Number of Staff:** 61

**Transportation Needs:** Supplied by Durham School Services and CDTA

**Law Enforcement Agencies:**

- City of Albany Police Department – 911
- Albany County Sheriff's Department – 911
- NYS Police - 911

**Fire and Rescue Agency:**

- Albany Fire Department – 911

**Special needs for students or staff when evacuating the building**

- NONE

## **Appendix B: Chain of Command**

**Green Tech High Charter School**

<b>Staff Member</b>	<b>Title</b>	<b>Designee</b>	<b>Telephone</b>
Andrea Lowe	Principal	DJ Jones	(518) 591-9424
DJ Jones	Head Dean of Students	Heather Riley	(631) 921-7399
Travis Sibert	Assistant Dean of Students	Kimberly Davis	(518) 364-2839

**Note:** It is the responsibility of each member of the chain of command to ensure their designee is familiar with this plan and capable of performing effectively in a crisis.

## **Appendix C: School Safety Team**

**Green Tech High Charter School**

<b>Staff Member</b>	<b>Title</b>	<b>Telephone</b>
Andrea Lowe Kimberly Davis	Principal Principal	(518) 694 3400
DJ Jones	Dean	(518) 694 3400
Travis Sibert	Dean	(518) 694 3400
Heather Riley	Building Operations	(518) 694 3400
Jane Rudden	School Nurse	(518) 694 3400

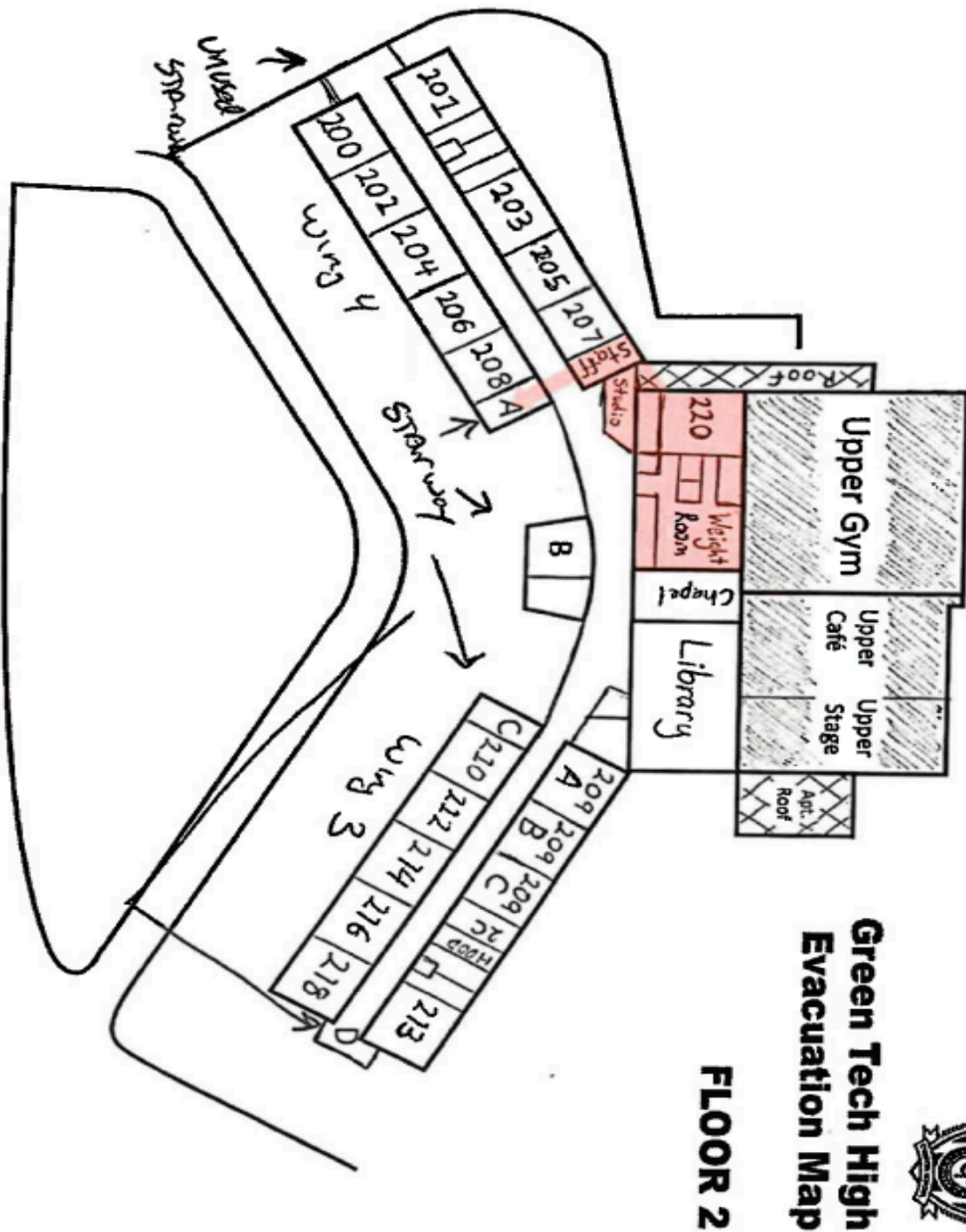
## Appendix D: Building Floor Plan

Green Tech High Charter School



# Appendix D2: Building Floor Plan

Green Tech High Charter School



# Appendix D3: Building Floor Plan

Green Tech High Charter School

