



Legacy College Preparatory Charter High School

Project SAVE

School Safety & Emergency Response Plan

2021-2022

Adopted by School Safety Team on: July 1, 2021

I. GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Introduction and Purpose

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. All schools are at risk from a variety of acts of violence and natural and technological disasters. In 2001, the State of New York enacted the Safe Schools against Violence in Education Law (Project SAVE), requiring districts to undertake comprehensive planning efforts to address risk reduction/prevention, response and recovery with respect to a variety of emergencies in school districts and schools.

Legacy Prep Charter School (the "School") has adopted this School Safety and Emergency Response Plan (the "Safety Plan") pursuant to Commissioner's Regulation 155.17 issued under Project SAVE. As the School is a charter school and therefore is its own school district, the Safety Plan fulfills the requirements of a district-level Emergency Response Plan.

B. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), a summary of this plan will be made available for public comment at least 30 days prior to its implementation. This safety plan may be approved by the Board of Trustees of the School only after at least one public hearing that provides for the participation of school personnel, parents, and any other interested parties. The plan must be formally adopted by the Department of Education.

The specifics of the emergency response plans contained in this Safety Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of this Safety Plan will be supplied to both local and State police within 30 days of adoption.

This plan will be reviewed periodically during the year. The required annual review of this Safety Plan will be completed before school opens each year after its adoption by the Department of Education.

C. Concept of Operations

The methodology used to develop this revised Safety Plan included the involvement of key constituencies of the School community.

In the event of any emergency or violent incident at the School, the initial response will be by the Emergency Response Team (ERT). ERT Members will be trained as required by the NYC DOE Emergency Preparedness Guidelines. All members of the Emergency Response Team (ERT) will ensure adequate communication is available at all times.

In the event of an emergency or violent incident, local emergency officials will be notified. The School's efforts may be supplemented with county and state resources through existing protocols.

In the event of an emergency, communication protocols are established as follows:

- a. The Emergency Response Team (ERT) is activated to assess the emergency plan and implement appropriate response strategies
- b. The Principal/Incident Commander will notify the Executive Director and apprise them of the situation.
- c. The Executive Director will notify other designated officials as deemed necessary.
- d. Upon activation of the School Emergency Response Team, the Executive Director or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- e. The Principal/Incident Commander may request the assistance of the Executive Director in notifying outside agencies for additional assistance.
- f. These agencies include, but are not limited to the local police, County Sheriff's Department, New York State Police, 911, and the County Office of Emergency Management.
- g. Response efforts may be supplemented by available county and state resources through existing protocols.

D. Identification of School Teams

The following teams have been established:

Building-level School Safety Team

This team consists of the people listed in the table below. The role of this team is to lead the initial response to any emergency that may occur within the School.

Name	Position
Janice Smith	Director of Operations (BRT Leader)
Diana Sainvil-Robinson	High School Principal (Representative of Administration)
Gregory Walker	Dean of Culture (School Safety Personnel)
Riyad Baksh	Dean of Student Supports (Special Needs Coordinator)
Christian Wu	Dean of Instruction (Representative of Teachers)
Alexandria Catherall	Dean of Instruction (Other School Personnel)
	(Representative of Parent Organization)
	Community Member
John Sanchez	Board Representative
Randy Henriquez Lawrence Chan	Local Community Safety Officer

Building-level School Emergency Response Team

This team consists of the people listed in the table below. The role of this team is to lead the initial response to any emergency that may occur within the School.

Name	Position
Janice Smith	Director of Operations (BRT Leader)

Summer Schneider	Executive Director
Diana Sainvil-Robinson	High School Principal
Gregory Walker	Dean of Culture (Assembly Point Person)
Riyad Baksh	Dean of Student Supports (Special Needs Coordinator)
Alexandria Catherall	Dean of Instruction (Incident Assessor)
Christian Wu	Dean of Instruction (Recorder)

Building-level Post-Incident Response Team

This team consists of the Principal, staff members who are First-Aid certified, school nurse and other school personnel, as needed and designated by the principal. A listing of all certified First-Aid trained personnel will be posted in the Operations Manager’s office. The role of this team is to provide post-incident psychological and medical aftercare if necessary.

Name	Position
Diana Sainvil-Robinson	Principal
Gregory Walker	Dean of Culture
Riyad Baksh	Dean of Student Supports
Janice Smith	Director of Operations

II. RISK REDUCTION/PREVENTION AND INTERVENTION

A. Designation of School Teams

Building-level School Safety Team

This team consists of the people listed in the table below. The role of this team is to lead the initial response to any emergency that may occur within the School.

Name	Position
Janice Smith	Director of Operations (BRT Leader)
Diana Sainvil-Robinson	High School Principal (Representative of Administration)
Gregory Walker	Dean of Culture (School Safety Personnel)
Riyad Baksh	Dean of Student Supports (Special Needs Coordinator)
Christian Wu	Dean of Instruction (Representative of Teachers)
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	(Representative of Parent Organization)
	Community Member
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Building-level School Emergency Response Team

This team consists of the people listed in the table below. The role of this team is to lead the initial response to any emergency that may occur within the School.

Name	Position
Janice Smith	Director of Operations (BRT Leader)
Summer Schneider	Executive Director
Diana Sainvil-Robinson	High School Principal
Gregory Walker	Dean of Culture (Assembly Point Person)
Riyad Baksh	Dean of Student Supports (Special Needs Coordinator)
Alexandria Catherall	Dean of Instruction (Incident Assessor)
Christian Wu	Dean of Culture (Recorder)
Randy Henriquez	(Police Representative)
John Sanchez	(Board Representative)

Building-level Post-Incident Response Team

This team consists of the Principal, staff members who are First-Aid certified, school nurse and other school personnel, as needed and designated by the principal. A listing of all certified First-Aid trained personnel will be posted in the Operations Manager's office. The role of this team is to provide post-incident psychological and medical aftercare if necessary.

Name	Position
Diana Sainvil-Robinson	Principal
Gregory Walker	Dean of Culture
Riyad Baksh	Dean of Student Supports
Janice Smith	Director of Operations
Cindy Feliciano	Social Worker (Mental Health Counselor)
Brandon Sanders	Social Worker (Mental Health Counselor)
	School Nurse

B. Prevention and Intervention Strategies

Building Personnel Training

The Director of Operations and Deans of Culture will design and implement trainings for these various teams on safety procedures including (i) procedures for the removal of disruptive students, (ii) crisis response, mediation, conflict resolution and other de-escalation techniques, and (iii) protocols for responding to fire, bomb threats, armed and unarmed intruders and other emergencies.

Coordination with Emergency Officials

The Director of Operations will be responsible for facilitating the annual review of the Safety Plan and conducting drills and exercises to test the Safety Plan. These tests may include a tabletop exercise. Emergency Response Team will be critical in the coordination of these exercises.

Annual Multi-Hazard Training for Staff and students

The law requires annual multi-hazard training for students and staff. The intent of this training is to make building residents aware of the specific response procedures in their buildings. All school staff will be familiarized with the basic concepts of each emergency response based on a specific incident. Training and information will be provided to staff through trainers at the beginning of each school year. Instruction may include, but is not limited to blood-borne pathogens, hazardous materials, HIV and other associated health risks.

Program Initiatives and Early Detection of Potentially Violent Behaviors

Project SAVE emphasizes the importance of prevention strategies such as non-violent conflict resolution training programs, peer mediation programs, and extended day and other school safety programs. At the School, pro-active prevention means creating a “community of caring”, offering every opportunity for all students to be actively and successfully engaged in academics and extra-curricular activities, and to be connected to the school community through significant, healthy relationships with caring adults. The School will consider implementing one or more of the following programs: violence prevention programs that address the components of empathy, impulse control, and anger management skills, and offering corrective supportive intervention strategies.

The following is a list of prevention strategies that the school may use:

- Strong emphasis on zero tolerance for harassment and violence
- Support groups facilitated by school counselor for elementary children
- Conflict resolution strategies
- Buddy programs between grade levels
- Mentoring (pairing of differently-aged students)
- Parent/child/staff surveys
- Child Study Teams
- Drama programs
- Lessons on peer-intervention taught by teachers, school counselor, psychologists
- Current events units in classrooms – analyzing violence on TV and in other media.

The School also employs two Social Workers to support students.

C. Identification of Sites of Potential Emergencies

Project Save requires the School to identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population. The Team has identified the following as potential hazard areas or existing condition (s):

- E 149th St. (This is a high-volume traffic street)
- Street level entrance
- Alley exit
- Stairwell access to 7th and 8th floors, and to 2nd and 1st floors
- Cleaning supply closets, electrical closets
- Emergency exits located on all floors
- Roof access in the stairwell
- Absence of school safety officer

These locations are listed in the School Safety Plan and placed on building maps.

Potentially dangerous sites will be checked regularly and inspected by safety personnel annually.

D. Safety Plans

Plans and procedures for the following types of emergency response are to be included in all Emergency Response Plans where appropriate and include but are not limited to:

- School cancellation
- Early dismissal: The Executive Director will make all decisions concerning the cancellation of school(s), the delay in opening of school(s), or the early dismissal of school(s).
- Evacuations
- Sheltering Alternative
- Parent Emergency Notification Plan
- Parent Reunification Plans

Plans for the following specific emergencies are to be included in Building-level Emergency Response plans:

Threats of Violence	Intruder/Shelter-In
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Epidemic
Gas Leak	Fire
Scholars Leaving School without Permission	

Each Building Safety Plan will have the following components:

- Building Safety Team
- Building Emergency Response Team
- Evacuation procedures with and without transportation
- Drills: Lockout, Lockdown, Shelter-in-place
- Building Security Team
- Building Medical and Psychological Response Team

- Building Post-Incident Response Team
- Listing of emergency equipment available
- Listing of Medical supplies
- Listing of Communication Devices
- Identification of the officials authorized to make decisions (Chain of Command)

III. RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school

1. Reporting of threats of violence to school authorities

- a. Students are required to inform school staff about any indirect or direct threat of violence to themselves, others, or property.
- b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others, or property.
- c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others, or property.
- d. Students, staff, parents, and others will be educated about the importance of reporting threats and the procedures for reporting.

2. Investigating threats of violence

- a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
- b. Serious acts will require the involvement of police personnel. (Violent offenses in accordance with SAVE requirements)
- c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
- d. Threats placing students, staff, and others in imminent danger require an immediate call to the police.
- e. School administrators may conduct a building and/or classroom lockdown, and/or if necessary, an evacuation.

3. Proactive Security Measures

- a. Legacy College Prep will limit visitor access and use a single point of entry system.
- b. All doors are locked except main entrance, and at times designated by the Building Safety Teams.
- c. Entrance monitored and visitors must sign in and out, except at times designated by the Building Safety Teams.
- d. Visitors are required to wear identification.

- e. Visitor access is limited to specific locations.
- f. Visitors without identification will be directed to the sign-in area by all staff.
- g. Escorting visitors is encouraged and sometimes required.
- h. The Building Safety Team will educate students, staff, and parents about the importance of school safety.
- i. Appropriate training will be available.
- j. The Building Safety Team will hold drills that help promote school safety.
- k. Executive Director will develop and operate reporting, referral, and counseling procedures designed to identify and work with potentially aggressive and violent students.
- l. The school will continue to investigate security devices and strategies to make schools as safe as possible.

4. Reporting Incidents

- a. School administrators must keep record of serious threats and acts of violence and report them annually to the state.
- b. Incidents of violence, serious threats, intimidations, etc. may require involvement of the police.
- c. School administrators are authorized to call the police to respond to the threat or acts of violence.

5. Means in which staff, students, parents are informed about threats of violence:

- a. Staff will be informed via a written confidential memo.
- b. Parents and students will be informed in writing in a timely manner.

B. Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. The district has developed the following safety and security procedures to protect students, staff, and visitors from acts of violence.

1. Reporting acts of violence to school authorities

- a. Students are required to inform school staff about acts of violence toward themselves, others, and property.
- b. Staff are required to inform administration of any act of violence to students, themselves, others, or property.
- c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others, or property.
- d. Students, staff, parents, and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.

2. Investigating acts of violence

- a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
- b. Serious acts will require the involvement of police personnel. (Violent offenses according to SAVE requirements)
- c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
- d. Acts of violence placing students and staff in imminent danger require an immediate call to the police.

3. Proactive Security Measures

- a. The school uses a single point of entry system, except at times designated by the Building Safety Team.
 1. All doors locked including the main entrance.
 2. Entrance monitored and visitors must sign in and out.
 3. Visitors, including parents and guardians, are required to wear identification while in buildings during the school day, except at times designated by the Building Safety Team.
 4. Visitors without identification will be directed to the sign-in area by all staff.
 5. Visitor access is limited to specific locations.
- b. Legacy College Prep will educate students, parents, and staff about importance of school safety.
- c. Legacy College Prep will hold drills to promote school safety.
- d. Legacy College Prep will develop and operate reporting, referral, and counseling procedures designed to identify and work with potentially aggressive and violent students.
- e. The school will continue to investigate security devices and strategies to make schools as safe as possible.
- f. The Building Safety Team has developed procedures outlining expectations for police involvement at school sponsored extra-curricular activities.

4. Removing Violent Individuals

- a. Aggressively dangerous and violent students should be restrained only by qualified staff (TCI or CPI certified). Police should be called to remove the student.
- b. Violent adults are to be reported immediately to the authorities and only removed by police.
- c. Students and staff should be in lockdown mode when violent people are in the school.

5. Reporting Incidents

- a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state.
- b. Incidents of violence, serious threats, intimidation, etc. may require involvement of police.
- c. Building administrators are authorized to call police to respond to the threat or act of violence.

C. Policies and procedures for contacting law enforcement officials in the event of a violent incident:

1. Our policy is to analyze each incident individually. If we are unable to de-escalate a violent incident or if laws are violated, we contact local agencies for support. The building administrator in charge or their designee may contact law enforcement agencies via 911.
2. The building administrator or his/her designee will evaluate each incident, consult with the Executive Director, and report the incident to the state or local police if necessary.
3. The police agencies serving our area are:

Agency	Phone Number
NYC Police Department 40 th Precinct	(718) 402-2270

D. Identification of appropriate response to emergencies, including protocols for responding to:

1. Our plans include appropriate responses specific to the emergencies listed below:

Anthrax	Bomb Threats
Intrusions	Explosion
Kidnapping	Threats of Violence
Fire	Civil Disturbance
Hazardous Materials	Natural/Weather Related
Hostage Taking	School Bus Accidents
Suicide	Suspicious Package
Leaving School Premises without Permission	Sheltering-In

2. When appropriate, we will contact other agencies regarding potential disasters, tragedies or extreme acts of violence. WE have automatic contact via email, fax, or telephone to educational agencies (BOCES), governmental groups, law enforcement, emergency management, and local media.
3. We have internal communications capability via email and our wireless network. We have cell phones available to administrative personnel and 2-way radios for Building Safety Team Members.

E. Procedures for contacting parents, guardians, and persons in parental relation to the students of the district in event of a violent incident or early dismissal are as follows:

1. The school procedure for early dismissal and parent notification is as follows:

- a. Executive Director or his/her designee decides on an early dismissal.
 - b. School administrators are informed.
 - c. Staff and students are informed of closing.
 - d. School administrators or his/her designee notify the bus company of the need to supply buses, if needed.
 - e. Parents are notified of early dismissal through ParentSquare and website.
2. Parents will receive information about the threat or act of violence that determined an early dismissal as soon as is practical. This information is limited to information the school is legally permitted to disclose.
3. The school will develop an early dismissal plan to include staggered dismissal, rapid parent pick-up strategies, student attendance procedures, and alternative sheltering sites.

IV. SCHOOL SECURITY: SAFETY PLANS AND PROCEDURES

The key to handling a crisis, disaster or emergency, is to have plans and protocols in place that are regularly practiced by administrators, staff and students.

This outlines protocols that will serve as a guide for administrators and staff to use to increase the level of calm during an emergency. The listed protocols reflect examples of events that can or may occur in schools. They are not meant to serve as an exhaustive list of the full range of events that the School might experience.

It has been proven however, that many of the steps that are to be taken during the listed crisis/emergencies are transferable and can be used during most emergencies to quickly bring calm to school staff and students prior to the arrival of emergency first responders. Based on the emergency, we may evacuate the School, in which case students and staff should be removed to a location a distance away. Or in the case of a threat to the environment outside of the school, *i.e.* a building collapse, water main break or a gas leak/explosion, we may keep our students and staff in School to avoid the outside dangers.

In every disaster situation, the Incident Commander will immediately take steps to assess the situation, activate the Building Response Team and contact the New York City Police Department (NYPD) and/or the New York City Fire Department (FDNY) as soon as practicable. Through our recent collaborations with these agencies and the Mayor's Office of Emergency Management (OEM), we have developed protocols that will ensure that emergency responders from one, if not all of these agencies will be on site minutes after a disaster.

These procedures should be followed in the identified emergency situations:

A. Visitor Control Procedures

The Principal of Legacy Prep Charter School or her designee has the responsibility and authority to regulate admission of visitors and oversee their conduct while in the School. The Principal also has authority to grant or deny a visitor's request to enter the School. Such decisions should be reasonable and consistent with the needs of the School, its safety, and the right of the public to visit the School.

The School has established the following procedures in order to establish a uniform visitor control standard. These procedures will ensure minimum standards to control visitors at the School. The Safety Team may establish additional procedures beyond those described below.

The school shall maintain a single point of entry system through the main entrance on 400 E 145th Street. The door will be locked at all times and any visitors will need to ring the vestibule doorbell to request entry. All other exterior doors other than the main entrance are also locked except at times designated by the Building Safety Teams. The main entrance doors are monitored at all times by a member of our Operations staff and by security cameras.

In order for a visitor to be admitted, a member of the Operations staff will have to identify the visitor on the camera linked to the outside door, buzz them in and direct them to the main office, which is located directly inside the front of the main entrance. Signs are posted in the main entrance informing visitors that they must stop at the desk to sign in and show photo identification. The signs will inform visitors that failing to follow these guidelines will result in their removal from the building. **Signs in the school pertaining to visitor access will be posted in all applicable languages.**

A visitor entering the building will be required to provide at least one (1) item of valid photo identification (e.g. Driver's License). The staff member on duty in the Main Office will record the date, time, name, and destination of the visitor in the Visitor Log Book and provide the visitor with a visitor's pass. The visitor must wear the visitor's badge at all times and return it to the main office before leaving the building. Log books will be maintained at the site for a period of one school year.

The staff member in the main office will collect all passes and record the time of departure in the Visitor's Log. Visitors who violate procedures regarding visits to the school, whose conduct jeopardizes the safety of students and staff, or interferes with programs in the school or endangers property are subject to immediate removal from the school by order of the Principal and possible arrest.

It is incumbent upon staff to be aware of visitors that do not have an appropriate pass for a designated area or have no visitor's pass at all. Where feasible, staff should approach such person and request that they return to the Main Office. Staff should then notify the Principal and the Main Office of the situation.

B. Intruder Procedures (Lock Down)

If an intruder is discovered in the building, the Principal should be notified immediately. The Principal or designee will then issue a PA announcement as the primary means of notification, a telephone call to

each classroom or populated area as a secondary means, with a coded emergency message: **“Lock Down, Lock Down. This is not a drill”**.

In response to this announcement the following steps will be taken immediately:

- The Principal, designee, or person observing the intruder will call 911 and notify the police.
- Any students in the hallway will be taken to nearest classroom by school personnel.
- If it is not possible to move the students, they should be seated and silent to await further instructions from the staff member in charge. Follow the remaining instructions below or if circumstances dictate use your best judgment to protect the students or yourself.
- All teachers will lock their classroom doors and will not issue any passes. Take account of all persons in the classroom. Cover the window on the classroom door with the black curtain. Barricade the door if possible. Move occupants to back corner away from the door. Be quiet and do not use cell phones.
- The Emergency Response Team will report to the **Executive Suite** to assist the Principal and/or the police, as needed.

Once the intruder is found and the building is cleared by the police, the Principal or designee will make the “All Clear” message: **“Lock Down is lifted.”**

In the event that the PA system is inoperative or cannot be accessed, the following procedure will be in effect if circumstances allow: The Director of Operations will email or text all staff and unlock all doors using master key to notify staff that Lock Down is lifted.

C. Intruder Procedures: Hostage - Shooting

In addition to the procedures above, the following procedures will be followed:

- Notify Principal and call 911
- **Implement Lock Down**
- Decision to evacuate to be made by Incident Commander. Notify: NYPD School Safety Division (SSD) at (718) 730-8800, and Safety Director, NYC DOE District 7: 718-365-2900, NYPD/School Safety Counter-terrorism unit: (718) 730-8500.
- Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210.
- Evacuate the premises following Fire Drill Egress Routes when prompted by the NYPD, The Principal, or the Principal’s designee.
- The Operations Manager is to leave the School with the binder that contains Emergency Contact Information.
- Floor Plans are to be readily available in the Main Office.
- Identify means of communicating with perpetrator(s), e.g. telephone, loud speaker.
- Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
- Incident Commander will notify respective supervisors and arriving agencies, with pertinent and vital information.

If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location.

If the building cannot be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians must be called and advised of the situation and from the evacuation site A staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

D. Bomb Threat/Suspicious Package

If a suspicious package is observed, DO NOT TOUCH.

Notify Principal, ERT, and call 911.

Incident Commander will notify staff by telephone, walkie-talkie or runner alerting them to situation.

The decision to evacuate is to be made by Incident Commander in consultation with NYPD School Safety Division (SSD) at (718) 730-8800 Notify: Safety Director, NYC DOE District 11: Notify: 718-730-8811, NYPD/School Safety Counter-terrorism unit: (718) 730-8500.

Evacuate the premises following Fire Drill Egress Routes.

The Operations Manager is to leave the School with the binder that contains Emergency Contact Information.

Floor Plans are to be readily available in the Main Office.

Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210.

Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.

If there is a suspicious package or bomb threat, the immediate area will be cleared of all personnel. Do not touch the package.

No one is to re-enter the building/affected area without authorization from appropriate agency.

If the building cannot be re-entered, evacuated students and staff are to be sent with attendance information to the Evacuation Location.

If the building cannot be re-entered, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

Assure that the following Bomb Threat Checklist is completed at an appropriate time. These checklists will be placed near phones in the main office receiving incoming calls.

BOMB THREAT CHECKLIST

School: _____
Date: _____ Time: _____
School Official (reporting): _____
Location of Bomb (be specific): _____
How was bomb threat received? _____
Wording of message: _____
Description of caller: _____
Name: _____ Time of Call: __ Length of Call: _____
Voice Characteristics: __Loud __Soft __High __Deep __Pleasant
Speech Characteristics: __Fast __Slow __Intoxicated __Stutter
Manner of Caller: __Calm __Angry __Deliberate __Emotional
__Other _____
Identity of Caller: __Adult __Teen __Very __Young Sex: __M __F
Background Noise: __Quiet __Loud __Machine __Traffic __Music
Did Caller seem familiar with school facility?

Additional Information

Was school evacuated? __Yes __No
If "Yes" to where: _____ Time of search: _____
Search conducted? __Yes __No
If "Yes" to where: _____
Status/Result of search: _____

Disposition (Check if appropriate)

Bomb Squad responded? __Yes __No
students dismissed after evacuation? __Yes __No
students/Staff returned to building after inspection at _____(time of re-entry)
Stable condition? __Yes __No

Order of Notification

Principal _____ Time: _____
Police Department _____ Time: _____
School Safety Division _____ Time: _____

Note: Upon receipt of a Bomb Threat and after completing the above document, fax a copy to the Operations Center of the School Safety Division at (212) 979-3319.

E. Hazardous Material / Building Collapse / Explosion Procedures

Notify Principal, Call 911 and ONS.

Incident Commander will notify staff of situation by telephone and email or text.

The Decision to evacuate to be made by Incident Commander in consultation with NYPD School Safety Division (SSD) at (718) 730-880 0. Notify: Safety Director, NYC DOE District 11: Notify: 718-730-8811, NYPD/School Safety Counter-terrorism unit: (718) 730-8500.

If and when the decision to evacuate is made:

Floor Plans are to be readily available in the Main Office

Evacuation of the premises should follow Fire Drill Egress Routes or as otherwise directed by the Incident Commander or ERT.

Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210.

The NYPD and NYC Emergency Responders will secure the area affected.

Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.

No one is to re-enter the building/affected area without authorization from appropriate agency.

If the building cannot be re-entered, evacuated students and staff are to be sent with attendance information to the Evacuation Location.

If the building cannot be re-entered parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

F. Kidnapping

Check Emergency Contact card to ensure that only the legal guardian is taking the student out of the building.

Notify Principal, Call 911 and ONS.

Call parent/guardian contact to ensure that the scholar is not with relatives or friends. If parent/guardian is not reachable, call all contact numbers listed on Emergency Contact Form.

Follow Intruder Procedure if it is believed that the perpetrator might still be in the building.

Check attendance information for the scholar who is reported kidnapped.

Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210.

ERT and Incident Commander will notify respective supervisors and arriving agencies with pertinent and vital information.

Contact NYPD/SSD Operations Center at (718) 730-8800 with the information.

G. Fire Emergency

Whoever locates the fire should immediately activate the closest fire alarm. Upon evacuation, the Principal should be notified as to the location of the fire in the School. If the Fire Department is not already at the School upon completion of full evacuation, the Principal is to call the Fire Department with the location of the fire.

Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210, Safety Director, NYC DOE District 11: Notify: 718-730-8811, NYPD/School Safety Counter-terrorism unit: (718) 730-8500.

Notify the NYC BRT.

BRT and Incident Commander will notify respective supervisors and arriving agencies, with pertinent and vital information.

Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.

No one is to re-enter the building without authorization from appropriate agency.

If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location.

If the building cannot be re-entered, parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

Close all fire doors. If you have fire retarding doors in your school, they should be closed manually. Do not wait for fusible links to melt. Drafts should be eliminated and the fire should be confined to one section.

When the fire is extinguished, recharge all used fire extinguishers immediately.

Project SAVE addresses fire drill procedures and requirements, and includes guidelines for school fire prevention safety. Frequent unannounced drills with proper leadership and discipline help ensure safe evacuation in the event of an actual emergency. Plans for fire drills shall be prepared and information posted in conspicuous locations throughout the school.

1. Purpose

The purpose of fire drills is to instruct and train students and staff in emergency evacuation procedures so that they might leave the school building in the shortest time possible and without panic in the event of an actual emergency. On hearing the fire signal, students under the leadership of teachers and other school staff must go to their designated evacuation area without delay.

2. Frequency and Monitoring

Legal Requirements:

AS REQUIRED BY STATE LAW, THE PRINCIPAL, or other person in charge, SHALL HOLD FIRE DRILLS NO LESS THAN TWELVE TIMES IN EACH SCHOOL YEAR, EIGHT OF WHICH SHALL BE HELD PRIOR TO DECEMBER FIRST. Neglect by a principal, or other person in charge, to comply with the above requirements is a misdemeanor punishable by a fine and/or imprisonment.

In buildings with fire escapes, at least four of the drills shall include the use of such escapes.

In buildings in which summer school is conducted, at least two additional drills shall be conducted, one of which shall be held the first week of summer school.

A record and evaluation of each fire drill shall be maintained.

All fire drill reports completed by the principal are to be entered in the DOE online Fire Drill data entry page.

3. Guidelines

All students and staff in the school must obey fire drill signals and regulations.

Equal emphasis should be placed on evacuating the school in a quick and orderly fashion. No running or horseplay shall be tolerated.

Fire drills shall be conducted under varying circumstances at varying hours and at unannounced times to simulate actual emergency conditions. (For example, one exit should be blocked by closing off the exit area during the fire drill.)

Ringling the fire bell is the usual signal for a drill. However, staff and students should be aware of alternate procedures in case of malfunctioning of the bell system. Alternate signals, such as classroom bells, public address announcements, hand bells or messengers, may be used.

Instructions involving fire drills and evacuation paths to be used shall be posted in every classroom, auditorium, and cafeteria. The Fire Department will provide means of egress, when necessary. The fire drill is not complete until all students are out of the building or in holding rooms. Holding rooms must be left unlocked during occupancy.

Teachers and the Operations Manager shall bring with them attendance information to ensure the safe evacuation of all students.

4. Fire Safety

All students and staff must be evacuated and the alarm sounded when an emergency arises or is suspected. The decision must be made immediately; investigation of the emergency should be made after everyone has safely left the building.

Teachers and all other school staff should receive an orientation session concerning fire safety. Orientation should be held cooperatively by the Director of Operations of the school at the beginning of each year. This meeting should be devoted to fire safety and an actual demonstration of firefighting equipment should be included. Items to be covered at the meeting should include, but need not be limited to, the following:

Staff should familiarize themselves and be aware of methods of transmitting an alarm, including telephones, pull stations in the school building, and street fire alarm boxes.

Staff should be aware of the location and proper use of fire extinguishers. The Principal must be certain that all school personnel know the location of the fire alarm signal boxes located in the school and know how to operate them.

Staff should be informed of regulations regarding flammable materials, stage settings, decorations, and use of electrical equipment, chemical substances in laboratories, and other potential fire hazards.

All school staff and students should be completely familiar with fire exit drills and evacuation plans.

Building inspections shall be conducted daily by the Fulltime Contract Custodian, with particular attention given to the presence of fire hazards, proper equipment, access to fire doors, and visibility of signs. These inspections shall be recorded in a log book with any observed deficiency recorded and reported to the Principal or her designee.

All exit doors must be readily operable from the inside whenever the building is occupied. The chaining or padlocking of fire doors is a punishable violation of the Administrative and Fire Safety Codes.

H. Implied or Direct Threats of Violence

Notify Principal or Incident Commander.

The Incident Commander will determine the level of threat (in conjunction with the NYPD School Safety Division if necessary).

An appropriate response will be made. Possible responses include: evacuating the building, calling police, sheltering-in, dismissing early.

The situation will be monitored by the Incident Commander and the response will be adjusted as needed. If necessary, the Building Response Team will be summoned to respond.

See above for more information on specific responses.

I. Sheltering-In

There will be times when the appropriate response to a disaster may require that emergency responders direct that the students and staff remain within the building. This process, which is often referred to as “sheltering-in”, may require the Incident Commander to identify a location(s) in the School where students and staff can congregate that is:

In the Cafeteria

The determination that staff and students should remain inside during a disaster will be made by local law enforcement/ public safety officials. Once that decision has been made, School staff will be given particular directions as to where staff and students should be moved to) as well as the steps that need to be taken to ensure that the environment that students and staff are asked to move to, remains free from the dangers outside of the School building.

While the School is only mandated by law to conduct fire drills on a yearly basis, the School Safety Committee also discusses and develops plans to prepare students and staff for events that might require use of the “sheltering-in” concept t and lockdown drills.

J. Leaving School without Permission

The following procedures are in place if a scholar leaves the school building without permission during normal school hours, or leaves a school sponsored field trip or event where a permission slip was required without school permission.

1. If the scholar’s whereabouts are known, the school may call and notify the family. The school may work with the family to recover the scholar.
2. If the scholar’s whereabouts are unknown, the school should call and notify the family and call 911 or the local precinct to report that the scholar left the school/event/field trip.
3. An incident report should be created detailing what led to the scholar leaving the school/event/field trip.

K. Gas Leak

Staff members should notify the Main Office if a gas leak is potentially present. The Director of Operations or Principal will investigate the potential gas leak.

After the investigation, if there is still a potential gas leak, the Principal or Director of Operations will call 911. The school will follow evacuation procedures from the school. All individuals should be evacuated to the evacuation site away from the school building.

L. Epidemic

In the event of a pandemic or epidemic, the school will follow all CDC guidelines in addition to any state and local Department of Health guidelines. The school will follow the Reopening Plan which includes policies and procedures to meet health and safety guidelines and for contact tracing.

M. Natural/Weather Related Emergency

For all natural and weather-related emergencies, the school will follow the NYC DOE in terms of school closures and evacuations. The school will follow the evacuation and shelter-in procedures in the event of a weather-related emergency.

N. Civil Disturbance

In the event of a civil disturbance inside of the school building, the school will implement the Lock Down procedures.

In the event of a civil disturbance outside of the school building, the school will contact 911 or the local precinct.

The school will make efforts to either shelter-in or reroute school arrival and dismissal to ensure the safety of all scholars.

V. INCIDENT RESPONSE SYSTEM

A. Command Center

For most emergency situations, a Command Center must be established. This Command Center will co-locate decision makers from the School and outside agencies (NYPD, FDNY). The primary and any alternate (in the event the primary is unusable due to crowds or otherwise becomes unsafe) Command Center locations must have telephone communications available.

The primary indoor Command Center will be:

Room: **Executive Suite:** *This room can and must be secured at all times.*

The alternate indoor Command Center will be:

Room: **Basement of the Building:** *The entry doors can and must be secured at all times.*

The Principal or her designee must be located at the Command Center at all times to make decisions based on the situation and to facilitate recommendations from emergency response officials. It is critical that the administrators be able to communicate with the public safety agency officials at the command post as well as with Department of Education personnel.

In instances that necessitate evacuation, and where the building has become totally unusable, the Emergency Command Center should be set up outside the perimeter of the school site, in close proximity to the building, across the street directly in front of the school building on East 145th Street. This will aid in the gathering and disseminating of information and in keeping the lines of communication open between the school’s administrators, the Regional Office of the Department of Education, the NYPD/School Safety Division and the parents/guardians.

The alternate area/location for the Command Center will be:

Creo College Prep

However, it is possible that the emergency responder primarily responsible for handling the specific emergency, i.e., NYPD, Fire Department, Mayor’s Office of Emergency Management, will designate a different location for this Command Center.

B. Assignment of Responsibilities

Incident Commander

In the event of an emergency occurring in the School, the Principal or the next person on the Chain of Command (see below) will serve as Incident Commander within the School with respect to all of the School’s staff and students. In the event of a crisis, the Incident Commander has responsibility for decision-making and coordination of the emergency response.

The Incident Commander may be replaced by a member of a local emergency response agency. After relinquishing command, the Principal, or next person in the Chain of Command, may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

The following is the Chain of Command:

Position	Name	Title	Phone
1	Diana Sainvil-Robinson	Principal	
2	Janice Smith	Director of Operations	
3	Gregory Walker	Dean of Culture	
4	Alexandria Catherall	Dean of Instruction	
5	Christian Wu	Dean of Instruction	

C. Continuity of Operations

The school has plans to continue operations in the event of an emergency. This plan involves the use of another school campus to support continuing operations.

D. Access to Floor Plans

Detailed floor plans of the School facility are readily available in the main office.

E. Notification and Activation

Internal Communication with Staff and Other Agencies within the School

Internal communication may be done through telephones and/or the use of runners.

External Communication

External communication with outside agencies and other schools may be done through land-line telephones, cell phones and/or the use of runners

Communication with Law Enforcement Officials

Communication with local law enforcement officials in the event of an emergency shall be by dialing 911 on a land-line telephone or cell phone.

Communication with Parents

In the event of a violent incident or emergency requiring early dismissal, the Principal or in her absence the person in charge will distribute emergency contact information to all classroom teachers via safety folders. Students are not permitted to have cell phones during school hours. Therefore, parents should know that their child students will not communicate with them during a school wide emergency. In case of an emergency requiring a lock down or evacuation, parents will be notified by telephone or by email or text and instructed to meet a school representative where they will be provided information on the emergency.

Communication with the Community

The Incident Commander (The Principal) will be the only official spokesperson who communicates with the media during an emergency situation. The Incident Commander will be responsible for emergency notification of the media on behalf of the School to the wider community. The Incident Commander will respond to inquiries from parents and guardians during an emergency. In a situation where the Principal is not available, the Director of Operations will be the media spokesperson.

F. Evacuation Procedures

1. Accounting for Students and Staff

At the time an evacuation is ordered by the Incident Commander, the head teacher in charge of any class or the head supervisor in charge of any group of students at lunch or recess shall be responsible for accounting for all of the students in that class or group and all staff attending to those students at that

time. The school leader in charge of each evacuation location will check in with each staff member in charge of students at that time to ensure that all students are accounted for.

The Operations Manager shall bring attendance records to the Evacuation Location and shall be responsible for ascertaining that all students and staff have arrived safely to the Evacuation Location.

2. Emergency Egresses

A primary and alternate leave route must be created for every room occupied by students and staff. This includes rooms that may be used intermittently throughout the day.

There are procedures that must be followed prior to the decision to evacuate the School. Emergencies and procedures are to be dealt with as prescribed in the Safety Plan. The Egress and Alternate Egress routes are the manner in which the general population is to leave the building once the decision has been made, by the appropriate authorities, to evacuate the School.

During a Fire Drill, Bomb Threat, or neighborhood disaster or any other emergency requiring evacuation the following Egress and Alternate Egress routes will be in effect:

- a. Hampton, SUNY Albany, and Harvard classes will exit the building via the **back** emergency exit, make a right, and form lines near the nail salon and pharmacy. UCLA and Johns Hopkins classes will exit the building via the main entrance, make a left and line up along Bronx Docs. In a true emergency, all classes will walk to

3. Evacuation Post Assignments

Each classroom teacher will leave with and continue to supervise his/her assigned class. The Emergency Response Team (ERT) will report to their respective emergency assignment(s).

4. Evacuation Locations

In the case of an emergency, students and staff from the school will be evacuated in keeping with the locations designated below. These locations, where possible, will provide shelter to students and staff. They must also provide access for the Principal, or person in charge, to communicate with designated persons or entities. Since the Principal might be at the Command Center with the emergency responders, a designee must be responsible for all students and staff at each evacuation site. This designee should be a staff member identified within the chain of command.

Designees for Evacuation Location		
Name	Location	Position

Diana Sainvil-Robinson	Main Office	Principal
Janice Smith	Willis Avenue	Director of Operations

The primary and secondary Evacuation Sites should be in close proximity to the main school site. It is possible however, in an emergency that affects not only your site, but also a neighborhood, district or borough, the primary and secondary location may be rendered unusable. In such a situation, a third location should be identified.

Evacuation Locations	
Primary Site	Creo College Prep
Secondary Site	Immaculate Conception School, 378 E 151st Street Bronx NY 10451
Out of Area Site	

G. Security of Crime Scene

Securing and restricting a crime scene is of prime importance in order to preserve evidence from being disturbed or destroyed in cases of violent crimes on School property. As such, the following procedures will be followed:

The Principal or designee will be responsible for crime scene security until relieved by law enforcement officials. In the event that the Principal is out of the School, the Director of Operations will take her place. In the event that both the Principal and the Director of Operations are out of the building, the following personnel will be in charge in the following order:

- Dean of Culture
- Deans of Instruction
- Dean of Student Supports
- Operations Manager

No items will be moved, cleaned, or altered without prior approval from appropriate law enforcement officials.

While security of the crime scene is important, it should in no way interfere with the rescue and aid of injured persons.

H. Resources Available for Use in an Emergency

Communication Resources

In the event of an emergency, the following are available as modes of communication within the building and outside of it: school telephones, mobile phones and email.

Equipment

In the event of an emergency, the nurse office houses basic first aid supplies as do each of the classrooms. An AED (Automatic External Defibrillators) is available in the entrance hallway located in the main office. An Epi-pen is also available in the nurse office.

Blueprints of the building are also available for use in case of an emergency. Detailed blueprints are housed in the main office.

Sprinklers are located throughout the building in the event of a fire emergency. Fire extinguishers are located in the following locations: hallway between classroom two and staff workroom.

VI. RECOVERY FROM EMERGENCY

The aftermath of a severe act of violence or other emergency can have a major effect on the well-being of students, school staff and the entire school community. Generally, the Post-Incident Response Team will enlist the services of pre-identified in-building medical counselors and mental health experts. If in-building resources are inadequate or need to be supplemented, additional medical and mental health resources will be sought outside the building. The Post-Incident Response Team has developed the following procedures for post-incident response:

Short Term Response

- Providing mental health counseling for students and staff.
- Assuring School building security.
- Restoring the School to full operations.
- Providing a post-incident response critique.

Long Term Response

- Providing mental health counseling (will monitor for post-traumatic stress behavior).
- Assuring School building security.
- Providing mitigation to help prevent recurrence and impact.

VII. MEDICAL EMERGENCY RESPONSE INFORMATION

A. Health Protocols

Schools are often informed of health information regarding individual students in a variety of ways (parent/scholar verbal communications to teachers and other staff, review of health records, doctors' notes, etc.). Sometimes these health conditions may affect a scholar's participation in school activities (e.g., a cardiac condition) or may affect other students/staff (e.g., a significant infection).

The person at the School who is responsible for receiving all health information about students:

Staff Name	Role	Room #	Phone #
Janice Smith	Director of Operations	Main Office	347-746-1558

**Certified in CPR and AED*

B. Students with Special Needs

The school will have a list of medically fragile students with significant health issues that will require assistance in the event of an emergency. Students listed should be identified by the Social Worker in consultation with the Principal.

C. Health Resources

Health Services

The person responsible for school health services:

Staff Name	Role	Room #	Phone #
	School Nurse	Nurse's Office	
Janice Smith	Director of Operations	Main Office	

Mental Health Services

The mental health staff (Dean of Students, Principal) available on site daily:

Staff Name	Role	Room #	Phone #
Diana Sainvil-Robinson	Principal	Main Office	
Riyad Baksh	Director of Student Supports	Main Office	347-746-1558

Blood Borne Pathogens

The School's site administrator for issues of exposures to blood borne pathogens, etc. Latex Gloves will be pre-positioned in all classrooms.

Staff Name	Role	Room #	Phone #
	School Nurse		
Janice Smith	Director of Operations	Main Office	

The person(s) trained in CPR/Heimlich at the School:

Staff Name	Role	Room #	Phone #
Janice Smith	Director of Operations	Main Office	
Gregory Walker	Dean of Culture	Dean's Office	347-746-1558
Keerome Lawrence	Asst. Dean of Culture	Dean's Office	347-746-1558
Cindy Feliciano	Social Worker		
Brandon Sanders	Social Worker		
Maria Mares	Operations Manager	Main Office	347-746-1558
Ana Adames	Operations Manager	Main Office	347-746-1558

Epi Pen

The person(s) who is trained to administer an epi-pen in case of anaphylaxis:

Staff Name	Role	Room #	Phone #
	School Nurse	Nurse's Office	347-746-1558

Automated External Defibrillator

The person who is trained to use an Automated External Defibrillator (AED):

Staff Name	Role	Room #	Phone #
Janice Smith	Director of Operations	Main Office	
Gregory Walker	Dean of Culture	Dean's Office	347-746-1558
Keerome Lawrence	Asst. Dean of Culture	Dean's Office	347-746-1558
Cindy Feliciano	Social Worker		
Brandon Sanders	Social Worker		
Maria Mares	Operations Manager	Main Office	347-746-1558
Ana Adames	Operations Manager	Main Office	347-746-1558
Raul Rivera	Athletic Director		

- The universal notification code for AED emergencies is: **CODE BLUE**

- AEDs are located in Main Entrance.

- Machines are compatible with young children and adults

Medical Supplies

The following are medical supplies kept in the school:

First aid kit – Each Classroom and Office

The Emergency Medical Bag is kept in the following location: Nurse Office

The person responsible for maintaining the contents and accessibility of the Emergency Medical Bag:
Director of Operations

As part of Universal/Standard Precautions, gloves are available in the following location(s):

- Main Office
- Staff Workroom
- All Classrooms
- All Offices

The School's Automatic Emergency Defibrillator is kept at the following location(s): Main Office, PE Classroom