



SAFETY PLAN  
2020 - 2021

## **INTRODUCTION**

The goal of the Bold Charter School (hereinafter, “the School”) Safety Plan is to help prepare the School community to respond to all types of emergencies or crises calmly, safely and quickly. This plan provides clear and detailed information outlining the chain of command and actions individuals will take if and when they respond to an emergency, crisis, or hazard.

Our first priority in planning for an emergency is to keep our students and staff safe from harm, and to prevent violence or unsafe conditions. We must be vigilant in preventing their exposure to hazards, or dangerous situations whenever possible. We ask that all staff familiarize themselves with this plan before an emergency arises, so that we will be able to respond to crises efficiently and safely. Everyone in our community plays an important role in crisis prevention and response. By modeling a safe and efficient response to adversity, we can help support our students and broader school community’s return to normalcy in the wake of an emergency.

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## EMERGENCY TELEPHONE NUMBERS

All Emergencies – 911

<b>Police Department (43rd precinct)</b>	(718) 542-0888
Youth Officer	(718) 542-5341
Community Affairs Division	(718) 542-6325
<b>Metro Dial (Fire Alarm)</b>	(516) 938-9077
<b>Fire Department</b>	<b>911</b>
<b>American Red Cross</b>	(877) 733-2767
<b>Children Services (ACS)</b>	(212) 341-0900
Reporting to Central Registry	(800) 342-3720
Sex Crimes Report Line	(212) 267-7273
Domestic Violence	(212) 678-1628
Emergency Children Services	(212) 966-8000
Safe Horizons, Crisis Center	(800) 621-4673
Parent Helpline	(212) 472-8555
Missing Children	1-800-FINDKID
Missing Person Squad	(212) 694-7781
<b>Con Edison</b>	(800) 752-6633
<b>Hazardous Materials</b>	<b>911</b>
<b>Hospitals</b>	
Montefiore Medical Group Bronx East	(718) 829-1900
BronxCare Health System	(718) 590-1800
Montefiore Westchester Square Campus	(718) 430-7300
<b>NYC Department of Health &amp; Mental Hygiene</b>	311
<b>NYC Information Line</b>	311
<b>NYC Terrorism</b>	1-888-NYC-SAFE
<b>Poison Control Center</b>	(212) 764-7667
<b>Telephone – line trouble</b>	611
<b>National Weather Service – New York Area</b>	(631) 924-0517

## **DISTRICT SCHOOL SAFETY TEAM**

Andrew Foglia, Executive Director  
Leanna Dunsmore, Principal-in-Training  
Mario Rodriguez, School Operations Manager

## **CRISIS MANAGEMENT TEAM (CMT)**

Andrew Foglia, Executive Director	(914) 755-2171
Leanna Dunsmore, Principal-in-Training	(203) 722-1398
Mario Rodriguez, School Operations Manager	(347) 288-8035

## **EMERGENCY RESPONSE TEAM (ERT) NOTIFICATIONS**

The Emergency Response Team is comprised of staff members of the School who have been tasked with responding to and organizing our response to any emergency. Utilize the calling tree below in priority order; continue to move down the calling tree until you are able to speak to someone.

Leaving a message is not a notification; please continue calling until someone answers your call. Should you be unable to reach the top three members of the ERT, your next call should be to fourth and fifth members of the ERT.

### **Administrator-in-Charge**

(1) Andrew Foglia, Executive Director	(914) 755-2171
(2) Leanna Dunsmore, Principal-in-Training	(203) 722-1398
(3) Linnea Abeyta, School Operations Manager	(858) 735-1149

### **Media Coordinator**

(1) Andrew Foglia, Executive Director	(914) 755-2171
(2) Ray Joseph, Board Chair	(310) 283-6472

## **Floor Sweepers**

(1) Andrew Foglia, Executive Director

(914) 755-2171

(2) Mario Rodriguez

(347) 288-8035

## **CRISIS MANAGEMENT GUIDELINES FOR THE CMT**

The following sections outline general guidelines for School emergency situations, and not for specific emergencies. Specific emergency guidelines are listed below in subsequent sections, and all School employees should familiarize themselves with them, prior to an actual emergency.

### What is a crisis?

A crisis is always an unexpected, sudden, and/or dangerous event. The School must be prepared to anticipate and deal with a variety of crisis situations. Below is a selection of possibilities, but these are by no means the only possible crisis situations:

- A vehicular accident involving a student or faculty.
- A chaperone suffers a heart attack during a school-sponsored trip.
- A serious injury occurs during our after school program or rentals.
- A parent or faculty member dies suddenly.
- A student tries to commit suicide.
- A teacher engages in sexual misconduct.
- Fire breaks out while school is in session.
- Hazardous waste is leaking somewhere on or near campus.
- A fugitive runs into the school.
- A student is found unconscious or under the influence of an unknown substance.

Determining whether an event is a crisis will necessitate a judgment call. The members of the Crisis Management/Emergency Response Team, and others at the School should err on the side of caution when considering whether or not a situation could, or has developed into a crisis. Remember the first rule of emergency response: Make a decision, and do not allow the situation to further deteriorate without taking some action.

## **GENERAL GOALS FOR MANAGING A CRISIS**

When facing a crisis, the following – in order of priority – are the general objectives that the Crisis Management/Emergency Response Team at the School and their advisors must keep in mind:

- (1) To get immediate help for those who may be in danger of physical or emotional harm, and to take care of those for whom the School is responsible – starting with students.
  
- (2) To help the community deal with the situation. When determining the course of action to take prior to an emergency, you must consider the impact on your local community. Through planning, you can reduce the negative impact on your local community by your actions taken during an emergency. For instance, during an evacuation due to a building condition – such as a fire – make sure your evacuation locations do not impact the flow of pedestrian or vehicular traffic. Find an open area, such as Colgate Close Park, to move your students to once you have safely evacuated the building.
  
- (3) To maintain the integrity of the School as an educational institution. Consider the impact, and long term effects that certain situations – e.g., active shooter, infectious disease, continuous criminal activity – would have on the School and its long term existence.
  
- (4) To work in partnership with local government emergency response personnel. Records of all requests and responses from these government agencies should be maintained at all times.

## PRE-CRISIS PREPARATION

Preparation is the key to surviving in a crisis situation. Read the School (SAVE) Safety Plan, train for the likely scenarios you might face, take charge, and direct your team to respond based on their training. Most importantly, remain calm. Remember, in most emergencies, you will have moments to make rational decisions. Do not jump to conclusions or lose your composure. Fall back on your preparation and training.

- (1) Establish a management structure: e.g., what happens if the School Operations Manager is not accessible? In the event the School Operations Manager is not present, then identified members of the Emergency Response/Crisis Management Team will be in charge (see instructions under **Emergency Response Team Notifications**). Vacation coverage should be posted.
- (2) Make sure that the system for notifying the school community is current, both for employees and for parents. Using the school messenger system to deliver information by voice, text, and/or email as appropriate ensures that the same information is provided to everyone.
- (3) Update a list of experts to help with a crisis situation, especially one that might occur over vacations, on weekends and at times when the School's lawyer cannot be reached easily. Ensure the members of the ERT and CMT have access to this list at all times by laptop, phone or hard copy stored at their residence.
- (4) Establish who will be the School's spokesperson, if there is a need for publicity, or to respond to the public or press inquiries. This person should have immediate access to all information, have administrative support, know the major media outlets, and have a list of experts who might be consulted to handle the press.

## **SUGGESTED EMERGENCY GUIDELINES WHEN A CRISIS OCCURS**

This is not an actual procedure, but basic guidelines to consider during the pre-crisis planning stages. Once advised of a crisis situation, the Emergency Response Team/Crisis Management Team should be guided by the following:

- (1) Make sure everything possible is being done to ensure the health of, or minimize any injury to, the possible victim(s). Make sure that the appropriate people (police, parents, etc.) have been contacted.
  
- (2) Follow the steps in the appropriate section of the School (SAVE) Safety Plan.
  
- (3) Once the situation is “resolved” (i.e., no one’s physical health is immediately at risk, the emergency situation has been remedied), the ERT should meet promptly with:
  - CMT/School Safety Team
  - Other involved school personnel (witnesses, etc.)

The purpose of the meeting is to:

- Inform CMT, and those concerned of the situation.
- Determine the facts of the case.
- Determine School’s need for additional information, and consider bringing in outside experts.
- Decide who else needs to be informed of the situation.

Lastly, make sure that all meetings are recorded.

The CMT should also consider consulting with one or more of the following when appropriate:

- School counselors/Social Worker (suicide, abuse, drugs, death)
- School lawyer (robbery, rape, abuse, etc.)
- Concerned parents (if necessary)

- (4) The Executive Director and the School Operations Manager should decide together how and when to notify the Board. If serious harm has occurred, and/or the threat still persists, the Executive Director & School Operations Manager will contact the full Board.
- (5) The CMT and the School's Executive Director should consider informing the faculty of the situation, balancing the individual's right to privacy against the needs of the overall School community. If real harm has occurred, if the possibility of a crisis still exists, and/or if press coverage is probable, serious consideration should be given to informing the entire faculty as soon as possible. A brief meeting should occur to apprise the faculty of the situation. The Executive Director and School Operations Manager, with appropriate administrators, should conduct the meeting.
- (6) The Executive Director and School Operations Manager(s), in consultation with the CMT should determine whether and when parents and students should be informed of the situation.
- (7) After the crisis has passed, the CMT should meet within forty-eight (48) hours to review and appraise the School's response to the crisis and determine whether any further steps need to be taken to improve or strengthen the School's ability to respond to a future crisis. The solicitation of input from other school constituencies should be included in this discussion.

### **MEDIA COMMUNICATION**

Communication with the media, in general should not be done by any School Staff, as it relates to an incident at our building. All School Staff should refer any requests from the media to Andrew Foglia. If statements have to be made and he is not available, a member of the CMT will make statements. The below are guidelines should a School Staff member be approached by the media:

- If no specific instructions have been issued by the CMT, refer all inquiries to the Media Coordinator.

- Communication with outside sources should occur once verification of the crisis has taken place, and the Media Coordinator/CMT has been assembled, and briefed.
- **DO NOT DISCUSS THE SITUATION WITH OTHER FAMILIES, THE PUBLIC, OR RELEASE ANY INFORMATION TO THE MEDIA. THE MEDIA COORDINATOR IS RESPONSIBLE FOR ALL COMMUNICATION WITH THE PUBLIC OR MEDIA.**
- Be helpful and respond to all inquiries in clear direct language even if only to direct to Media Coordinator, or CMT in their absence.
  - Ex. “I will direct your inquiry to the Media Coordinator, or CMT Member. What is your name, news organization, and how can you be reached?”
  - Do not say, “No comment.”
- Restrict access to the School campus. Do not allow cameras to run in the building. Ask the media to wait in designated area while someone gets the Media Coordinator or CMT Member. Do not leave the Media alone.
- Keep a record or log of all communication with Media, even if just to record that a call was made.
- Alert Media Coordinator or CMT Member immediately.

**If Contacted by the Media: General Guidelines, for Media Coordinator/CMT Members**

- Convey the message that immediate and appropriate actions are being taken to investigate, and address the situation.
- Information should be as up to date and complete as possible, focusing on the School’s response to the situation and any changes in the school schedule for the following day.
- The primary concern is for the safety and welfare of the students and staff.
- The police or local authorities should address questions about the specifics of any crime.
- Do not release the names of any students.
- Do not be defensive or argumentative.
- Do not confirm or deny statements from the media.

- Do not give more information than is necessary.
- Be accurate with your statement, avoid speculation and opinion.

**School Operations Manager Will:**

- Verify facts of incident, media is inquiring about.
- Coordinate response with Media Coordinator, CMT, and ERT, as necessary.

**Media Coordinator (Executive Director):**

- Provide only information that has been reviewed and authorized for release.
- Inform appropriate members of School administration and/or school community if necessary.
- Inform/update staff of concern and how to handle any inquiries.

**RESPONSE TO FIRE IN SCHOOL – GENERAL INFORMATION**

In most situations, the safest place for students and staff is inside the School building; in any emergency, we will make every effort to stay at the School and contact families from here. The Operations team will post one copy of the “Fire Evacuation Plan” in each room by the door – School staff should make sure their signs stay visible, study the procedures carefully and review them with the students.

Each Staff member will be given an up-to-date copy of the Safety Drill Procedures at the beginning of the school year.

Fire drills will be conducted regularly throughout the year. When you hear the fire alarm, you **MUST** exit the building as quickly and quietly as possible.

Fire doors are self-closing and, once closed, should not be opened during drills or procedures. Do not block these doors.

**TREAT ALL ALARMS LIKE A REAL EMERGENCY. THE ALARM MAY NOT SOUND CONTINUOUSLY. IF THE ALARM STOPS, CONTINUE TO EVACUATE, UNLESS INSTRUCTED BY THE SCHOOL OPERATIONS MANAGER.**

- (1) Walk, **DO NOT RUN**, to the nearest safe exit. **DO NOT PUSH OR CROWD.**
- (2) **Designated floor sweepers:** Teachers and assigned staff should check restrooms, hallways and unoccupied rooms for any occupants.

- (3) Use stairways and handrails and keep to the right.
- (4) Feel doors from bottom to top for heat, using the back of your hand. **IF HOT, DO NOT OPEN DOOR.** If not hot, open the door slowly, standing behind and to one side. Be prepared to close the door quickly if fire is present.

**If caught in smoke:** Drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose, and use dry clothing, damp if possible (shirt, jacket, other) as filter.

**If trapped in a room:** Place cloth material around or under door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire. Be prepared to signal for help from a window, but do not break the glass unless absolutely necessary.

**If forced to advance through flames:** Hold your breath. Move quickly. Cover head and hair. Keep head down and eyes closed as much as possible.

- Maintenance staff – if alarm only and no report of fire, will attempt to locate source of alarm and, if false or cleared, will inform School Operations Manager that the building is safe.
- School Operations Manager or designee will notify appropriate school officials if necessary.
- Students will remain with the teacher who is responsible for them at the time of evacuation.

### **GUIDELINES TO BE FOLLOWED DURING ACTUAL EMERGENCY AT SCHOOL**

The following sections are provided as specific guidelines for identified emergencies. Although we have tried to identify as many anticipated emergencies as possible, there may be others that occur which do not have specific procedures. In those cases, rely on the information contained in the general guidelines, in conjunction with the guidelines below to determine the best course of action during those instances.

## **After Hours Emergency**

**For emergency situations** (outside of routine facilities related issues):

- If a crisis occurs outside the academic day, or any time that the School is not in regular session, utilize the same procedure for notifying the ERT. School front desk daily operations are from 7:30 AM – 4:30 PM.
- If a student/faculty member's health/safety is at risk, call 911. Refer to, and follow specific emergency procedural guidelines for the specific type situation. i.e.: medical emergency, fire, etc.

**For facilities emergencies** (inclusive of, but not limited to: no heat, air conditioning malfunction, flood, power outage, etc.), the initial call should go directly to the School Operations Manager, Mario Rodriguez.

## **Off Campus Emergency**

All members of the School should make themselves familiar with the standard protocol for field trips and teacher responsibilities before embarking on any trip outside of school. A "Go-Bag" should be taken on every field trip away from school campus. All field trips are to follow the requirements of the School guidelines to ensure the safety of the School's students. Should an emergency occur while away from the campus, follow the guidelines below:

### **Senior School Official on Trip**

- The senior School official who is present at an event that happens while off-campus is in charge (administrator, coach, etc.). Should that individual be incapacitated for any reason, the next senior school official shall assume the responsibilities.
- If a crisis occurs while at an off-campus activity, field trip, or overnight field trip, call the School Operations Manager / Executive Director to notify the School – always include the name of the hospital, if necessary and known. Follow the directions of the School Operations Manager to determine who will notify the parent of affected child.

- The senior School official will call 911 if appropriate. When in doubt, always call 911. Refer to the emergency information forms, which will be carried for every student and faculty member present on the trip.
- If an emergency situation occurs, speak only to police, medical personnel and School point of contact. Report only the nature of the problem and the steps you have taken. Make no statements of blame or admissions of fault. Have the emergency form ready to give to emergency personnel.
- If there is a medical emergency, and a student needs to go to hospital, travel with the student until a parent or guardian arrives. If a parent, or other responsible adult that is part of the field trip, is willing to go with the injured student to the hospital, remain with the other students who may be present. In all cases, a School representative must remain with the other students.
- Once the emergency situation is under control, make a verbal report to the appropriate School Operations Manager / Executive Director.
- Prepare an incident report, documenting your actions and reasoning process in duplicate. If possible, have a witness verify the report. Ensure an original copy is delivered to the School Operations Manager as soon as possible. Keep one copy in your possession at all times.
- Refer to and follow specific emergency procedural guidelines for each situation.

**School Operations Manager / Executive Director**

- Once notified of an emergency circumstance during a School field trip, determine the need for your response to the scene or hospital.
- Ensure all appropriate steps have been taken to keep all students and staff on field trip safe during the emergency.
- Direct the senior School official to notify the parent of the affected child, if not already done.
- Instruct the senior School official to prepare an incident report as soon as possible, once the emergency is under control. This will become part of the permanent record.

- Follow School guidelines on making notifications to the insurance provider in a timely manner.
- Determine the necessity to notify the School legal counsel.

### **Death of Student or Staff Member**

#### **Person Who Learns of a Death Will:**

- Immediately notify School Operations Manager and/or Executive Director.
- If individual is in public view, direct other students and or staff members away from scene.
- Maintain integrity of scene until first responders arrive.
- Once first responders arrive, follow their direction.
- Identify persons who reported incident, or witnessed what happened.

#### **School Operations Manager will:**

##### If not occurring on school property:

- Notify Executive Director, Andrew Foglia, who will make determination as to notifying attorneys and appropriate HR.
- Upon notification of death, arrange for an emergency staff meeting where procedures will be reviewed, and current information be provided.
- Arrange for counseling services for students and staff, as necessary.
- Prepare a notice to be sent home to parents with particulars regarding any arrangements that may have been decided by the family of the deceased.

**Remember:** As most staff members are not medical experts, treat the discovery of anyone who appears to be dead, as a medical emergency, until competent medical, or emergency first responders determine that the individual has expired. A “**Code Blue**” should be called immediately to ensure CPR trained staff will respond to the location.

If it is determined the individual is dead, and it has occurred during the school day, on school property, follow the Lockdown procedures and treat the event as a criminal act. (Refer to Criminal Activity section of this document.)

**School Operations Manager will:**

- Notify 911 if occurrence is on school property, and await arrival of emergency responders.
- Ensure scene is preserved until first responders arrive, and take responsibility for scene.
- Notify Executive Director, Andrew Foglia, who will notify attorneys and appropriate HR.
- Notify the appropriate staff assigned to the ERT to meet, review information, and organize response efforts.
- Contact family to offer support, and discuss customs and wishes concerning funeral/memorial.
- With other administrators, inform staff of the death – either in person during the school day, or via phone or email if after school hours.
- Determine, along with the Administrative team, how, or whether, to announce or inform students and families. If notification is to be made, prepare a notice to be sent home to parents, with funeral arrangements, if the affected family agrees.
- Create a safe space for students to privately discuss their feelings. Arrange for School Counselors/Social Worker to be present and available, as necessary.
- If the student or staff member had personal property in school, secure the property, including cubby contents, until authorized to release to family or relative.
- If appropriate, send a letter to all parents regarding known facts, explanation of the stages of grief, and contact information of School Counselors/Social Worker, if parents have concerns about how their child is dealing with the matter.

**School Counselors will:**

- Be available to meet with students showing signs of distress or who would like to discuss the event.

- Make announcement to students or provide information to others so that they can explain what feelings are normal at a time like this, and to see if anyone would like to meet with them.
- Send an email to teachers reminding them how to identify signs of distress.
- Contact appropriate families to communicate specific student concerns.

**Teachers will:**

- Keep informed of plans and procedures that may be implemented in response to the death.
- Follow directions given by administration.
- Be on the lookout for students and fellow staff members exhibiting signs of distress or confusion.
- Recommend that these students or staff members talk with School Counselors.
- Monitor their emotional response to this situation, and seek appropriate help.
- Assist in bringing closure to the event.

**GENERAL EVACUATION / RELOCATION PROCEDURES**

In the case of an actual emergency, where the School building must be evacuated, and all children and personnel are to be evacuated, a general evacuation is executed upon hearing the fire alarm or with a verbal command. Standardized evacuation procedures are as follows:

**Fire:** Evacuate at least **50 FEET** from the building.

**Bomb Threat:** Evacuate at least **300 FEET** from the building, with a preferred distance of **1000 FEET**.

**Notifications of possible explosives should not be made electronically, as this could set off device unintentionally. Radios, cellphones, etc. should not be turned on, or used until safely away from the building.**

**Multi-hazards:** Evacuate at least **300 FEET** from the building – the hazard causing the evacuation (chemical spill, gas leak, smoke condition, etc.) will determine what the safe distance and/or rally point should be. Other variables that will affect your evacuation include: weather, wind direction, what chemical (if chemical spill), etc. When in doubt,

receive guidance by first responders as to safe evacuation distance. Remember, time and distance are important: the farther away you can get from the hazard, the better.

**Evacuation Routes – Controlled Evacuation:** All persons evacuating the School will proceed to Colgate Close Park, located on Close Avenue toward the direction of Bruckner Blvd.

**School Operations Manager will be responsible for:**

- Coordinating the evacuation
- Monitoring ERT actions during an evacuation
- Maintaining list of evacuation locations, along with contact numbers and persons at each location, for use during emergency
- (If evacuation site is not available) Designating ERT member to respond to alternate evacuation site)

**Emergency Response Team:**

- Designated member of ERT will report to evacuation site in advance of staff and students.
- Check area – if bomb threat, look for suspicious objects or devices. Individual who has made a bomb threat (actual device) may know the School evacuation procedures, and could have placed a secondary device for a larger impact around the evacuation locations (e.g. abandoned cars, suspicious objects)

**Community Relations Coordinator:** Responsible for taking Go-bags, extra radios, and keys.

**Floor Sweepers:** Each floor has assigned Sweepers, whose responsibility is to check floor for students. Sweepers report to the School Operations Manager, or other members of the ERT upon exit, that their designated area is clear of people.

- Visually check every classroom, office and bathroom before leaving their assigned area. Call out and wait a moment to hear if someone responds. Close door after checking a room.

- Secondary Sweepers should perform these duties, if they are unclear about the whereabouts of the primary Sweeper.
- Leave promptly after checking the area.
- Notify Operations staff member that your designated floor/area has been swept and is clear.

**Teachers will:**

- Primarily ensure the safe evacuation of all students from the school building.
- Leave the classroom last.
- Check adjoining classroom(s) to ensure everyone is safe and is evacuating – this can be done either visually or verbally. This is to ensure teachers and students are not injured and are capable of evacuation.
  - NOTE: This is in addition to floor sweepers.
- Take roll call of students to account for everyone, once safely evacuated.
- Display appropriate alert card (Green = all students accounted for; Red = missing students and/or need assistance)
- Return students to classroom when “All Clear” signal is made

**NOTE:** If any staff or students are incapable of being evacuated due to impairment or crisis conditions, have at least one School employee remain with students incapable of evacuation, and ensure remaining children who are capable continue with the evacuation. Upon exit of building, notify security or staff member assigned at exit door of persons still inside – include location, condition, and number of people left behind. Follow up notification to School Operations Manager and/or emergency responders. Follow **EVACUATION PROCEDURES FOR DISABLED OR PHYSICALLY IMPAIRED STAFF OR STUDENTS.**

**Controlled Evacuations:** In all four levels the School Operations Manager’s role remains constant.

**School Operations Manager / Designated Member of ERT will:**

- Notify police/fire authorities of emergency situation via 911 (if necessary).
- Have list of evacuation locations, along with contact numbers for each location.
- Coordinate response to evacuation location.
- Direct members of ERT and their actions during an evacuation.
- Notify evacuation location that faculty and students from the School will be arriving as part of an evacuation, and ensure the location is able to receive students.
- (If secondary site not available) Designate ERT member to respond to alternate evacuation site)

**Level 1: Leave the Building – Remain at initial evacuation location (Colgate Close Park)**

**Teachers will:**

- Take a School Go-bag, classroom binder book, and room keys.
- Instruct students to get their jackets (if necessary). If outside classroom, do not return to classroom for jackets.
- Follow ordinary fire drill procedures and proceed to primary evacuation route, ensuring safe passage. (Utilize secondary exit route, if Primary passageway unsafe).
- Proceed to designated rally point upon exit.
- Display appropriate alert card (Green = all students accounted for, Red = missing students and/or need assistance).
- Await further instructions from the School Operations Manager or ERT member.
- If necessary, parents (or emergency contacts) will be asked to pick up students from the designated evacuation location. The School Operations Manager, and available staff, will use the School messenger system to inform parents of the evacuation, once all children are safe.

## **Level 2: Seek Nearby Shelter**

### **Teachers will:**

- Take a School Go-bag, classroom binder book, and room keys.
- Instruct students to get their jackets if necessary. If outside classroom, do not return to classroom for jackets.
- Follow ordinary fire drill procedures and proceed to primary evacuation route, ensuring safe passage. (Utilize secondary exit route, if Primary passageway unsafe).
- Proceed to designated rally point outside the affected area.
- Display appropriate alert card (Green = all students accounted for, Red = missing students and/or need assistance).
- Designated Rally Point: Secondary Site will be predetermined by School Operations Manager along with the ERT.
- If necessary, parents (or emergency contacts) will be asked to pick up students from the designated evacuation location. The School Operations Manager, and available staff, will use the School messenger system to inform parents of the evacuation, once all children are safe.

## **Level 3: Seek Shelter (Outside the Neighborhood)**

### **Teachers will:**

- Take a School Go-bag, classroom binder book, and room keys.
- Instruct students to get their jackets if necessary. If outside classroom, do not return to classroom for jackets.
- Follow ordinary fire drill procedures and proceed to primary evacuation route, ensuring safe passage. (Utilize secondary exit route, if Primary passageway unsafe).

- Proceed to Designated Rally Point: Secondary Site or other location, depending on the circumstances.
- Display appropriate alert card (Green = all students accounted for, Red = missing students and/or need assistance).
- Proceed under the leadership of the School Operations Manager or designated ERT member to a safer area, and await further instructions.
- If necessary, parents (or emergency contacts) will be asked to pick up students from the designated evacuation location. The School Operations Manager, and available staff, will use the School messenger system to inform parents of the evacuation, once all children are safe.

**Level 4: Evacuation to an Unspecified Destination (only if early dismissal is not possible)**

**Teachers will:**

- Take a School Go-bag, classroom binder book, and room keys.
- Instruct students to get their jackets if necessary. If outside classroom, do not return to classroom for jackets.
- Follow ordinary fire drill procedures and proceed to primary evacuation route, ensuring safe passage. (Utilize secondary exit route, if Primary passageway is unsafe).
- Proceed to designated rally point.
- Display appropriate alert card (Green = all students accounted for, Red = missing students and/or need assistance).
- Proceed under the leadership of the School Operations Manager or designated ERT member to a safer area, and await further instructions from the police or other governmental authorities.
- If necessary, parents (or emergency contacts) will be asked to pick up students from the designated evacuation location. The School Operations

Manager, and available staff, will use the School messenger system to inform parents of the evacuation, once all children are safe.

**School Operations Manager will:**

- Communicate with NYPD, FDNY or other government agencies for further instructions.
- Determine adequate evacuation location for School staff and students.
- Designate runners from Operations staff / ERT to alert School staff where evacuation location will be.
- Initiate emergency communication protocols, including letting families know where students are via the School messenger system, if we have enough time to do so before an evacuation.
- Ensure that staff remains with children until a parent / emergency contact person comes to pick them up, and signs them out from their respective location.

**SCHOOL FIRE EVACUATION PROCEDURES**

When the fire alarm is sounded, or you are told to leave the building due to a fire or smoke condition, you **MUST** exit the building as quickly and quietly as possible. Close all classroom doors and turn off lights if possible. Follow the evacuation routes established in the fire drill plan. Wait at least 50 feet from the building, clear of the emergency first responders (FDNY).

**Teachers:** In the event you see a fire start, your first responsibility is to pull the nearest alarm.

At the sound of an alarm:

- Tell your students to rise, remain quiet, and to head towards evacuation stairwell.
- Follow the Fire Evacuation plan posted in each classroom.

- Classes are to remain together for purposes of roll call once you have exited the building.
- Report to designated rally point as per School (SAVE) Safety Plan.
- When “All Clear” signal is sounded, return to classroom.
- Take roll call, and account for all students. Missing students will be reported to the School Operations Manager.

**Evacuation Routes:** All persons evacuating to Colgate Close Park asphalt area will walk along Close Avenue to enter field.

**Floor Sweepers: Mario Rodriguez & Andrew Foglia**

Sweepers report to the School Operations Manager, or other members of the ERT upon exit, that their designated area is clear of people.

- Initiate their class’ evacuation process first, closing the door to their room, turning off the lights, and then checking the entire floor on their side of the building.
- Visually check every classroom, office and bathroom before leaving their assigned area. Call out and wait a moment to hear if someone responds. Close door after checking a room.
- Secondary sweepers should perform these duties, if they are unclear about the whereabouts of the Primary sweeper.
- Leave promptly after checking the area.
- Notify School Operations Manager that your designated floor/area has been swept and is clear.

**School Operations Manager:**

- Ensure the orderly exit of all students and staff during an evacuation drill or actual emergency.
- Once safely evacuated, ensure all students are accounted for.
- Depending on existing emergency, determine the necessity of remaining at initial evacuation point, or if relocation to alternate rally points is necessary.

**Should it be necessary to move to remote locations, due to safety concerns, follow the General Evacuation/Relocation Procedures:** Upon arrival at remote locations, where students will be dismissed from, the School Operations Manager and available staff will use the School Messenger system to inform parents of the evacuation. If accessible, teachers should bring a School Emergency Backpack (“Go-Bag”) with them.

### **EVACUATION PROCEDURES FOR DISABLED OR PHYSICALLY IMPAIRED STAFF OR STUDENTS**

The Operations office shall maintain a list of all physically impaired staff and students designated locations throughout the school day, based on their normal schedule.

#### **The Operations Office will:**

- Maintain a list of disabled or impaired staff and students who might require assistance during evacuation.
- (Upon notification of evacuation) Retrieve said list and, if possible, have maintenance / security staff respond to their location to assist in their evacuation.
- (If circumstances do not allow above) Immediately notify first responders of their locations for evacuation.

### **HARD LOCKDOWN PROCEDURES**

The following procedures will be activated for a building lockdown. A lockdown refers to a situation where students and staff need to be immediately cleared from hallways and other public areas and secured in a particular area. There is to be no movement outside of classrooms while lockdown is in place. This procedure is implemented to ensure the safety of students and employees from intruders or dangerous incidents that have breached any of the entrances to the School.

Below is a selection of possibilities, that might require a hard lockdown, but these are by no means a complete list of situations that might require this procedure. Common sense

should prevail: if a situation is ongoing within the School community, and the potential exists for the situation to worsen, make a decision and do something.

Contained within this emergency guide are three levels: hard lockdown, soft (modified) lockdown, and shelter in place. Using the examples below, will help you determine what procedure to follow, based on the level of threat the School faces.

- An active shooter is present in the School building.
- A fugitive runs into the School.
- A report of a student with a weapon in the School building.
- Hostage situation within the School building.
- Student or staff member is found dead in School building.

The following procedures will be activated for a hard lockdown at School:

**Person informed of situation requiring a hard lockdown will:** Immediately notify the School Operations Manager or ERT members. Supply any known details.

**School Operations Manager will:**

- Initiate hard lockdown via intercom, or have another member of the Operations Staff to make announcement.
  - Language should be clear and inform staff of condition. Do not use coded language.
  - Announce: “The School is in a hard lockdown situation. This is not a drill.”
- Contact 911
- (In case of active shooter) First responders will be responsible for removing threat that caused hard lockdown. In all other cases, the School Operations Manager shall use their judgment to determine the need for security to respond, or for them to go into hard lockdown.
- Notify PS 152 across from Colgate Close Park so that they may initiate hard lockdown, if necessary.

- After the immediate threat has passed, determine whether to inform parents of the situation.

### **School Faculty/Staff:**

If you are inside a School building during a hard lockdown:

- Bring any student outside your room into your room.
- Close and lock door(s).
- Keep students and personnel away from windows and doors.
- Allow no one to enter or exit once you have locked the door.
- Do not respond to fire alarms or intercom announcements.
- Maintain a calm environment, keep students quiet, and switch cell phones off.
- Remain in classrooms and other areas until a first responder or administrator unlocks the door and declares the all clear.

### **School Operations Manager will:**

- Keep the school telephone lines open for communication. First responders will be responsible for removing threat of an armed intruder.
- Coordinate with police to cover students who are outside and cannot be quickly moved to a safe room. If necessary, police will contain these students off campus.
- Work with Emergency Responders to prevent students and others from re-entering the building.
- Keep in communication with the local police department.

**IF YOU ARE OUTSIDE A BUILDING DURING A LOCKDOWN (e.g., School Event or Field Trip)**

**School Faculty/Staff:**

- Quickly move students or other personnel to the closest building and continue to follow hard lockdown procedures outlined above.
- Do not attempt to reenter School building until notified by first responders or School Operations Manager that situation has been corrected.

**IF YOU ARE OUTSIDE SCHOOL BUILDING, AND ARE UNABLE TO REENTER**

- Move away from the building and attempt to contact School Operations Manager, Front Desk, or ERT.
- At a minimum, follow shelter-in-place procedure until you are able to contact someone within School.

**THREAT HAS BEEN REMOVED FROM SCHOOL BUILDING, HARD LOCKDOWN OVER****School Operations Manager will:**

- (Once threat has been removed, and first responders have opened your office) Make the following announcement: “Hard lockdown is over, remain in your classrooms until first responders or administrators unlock your door from the outside”.
- Ensure notifications are made to staff and students that had been outside during hard lockdown so they may return to school building.
- Prepare written report.

**Teachers:**

- Remain in classroom until first responders or administrators unlock your door from the outside.
- Report any issues that occurred during hard lockdown with students or staff, to School Operations Manager.
- School staff outside during hard lockdown will report back to School upon notification by School Operations Manager or first responders.

Most situations that require the implementation of a hard lockdown, soft (modified) lockdown, and/or a shelter in place are over within a short period of time.

### **SOFT (MODIFIED) LOCKDOWN PROCEDURES**

A soft (modified) lockdown is initiated to isolate students and staff inside the School from potential dangers outside the School or low level incidents inside the School (see examples below). A soft (modified) lockdown is typically used when events in the vicinity of the school may pose a threat to the persons at the School.

Below is a selection of possibilities, that might require a soft (modified) lockdown, but these are by no means a complete list of situations that might require this procedure. Common sense should prevail: if a situation is ongoing within the School community, and the potential exists for the situation to worsen, make a decision and do something. Contained within this School (SAVE) Safety Plan are three levels: hard lockdown, soft (modified) lockdown, and shelter in place. Using the examples below will help you determine what procedure to follow, based on the level of threat the School faces.

- A serious injury occurs to persons in the building during school or afterschool event.
- A student attempts to commit suicide in the School building.
- Shots fired in vicinity of the School.
- Police activity outside the School building.
- A student is found unconscious or under the influence of an unknown substance in the School building.
- Irrational person, within the School space, exhibiting unknown capabilities or behavior causing significant alarm.

If you believe a soft (modified) lockdown is required, immediately notify the School Operations Manager. Supply any known details.

The following procedures should be activated for a soft (modified) lockdown at the School building.

## **Soft (Modified) Lockdown: During school day**

### **School Operations Manager will:**

- Notify building occupants that this is not a drill and the campus is under a **soft (modified) lockdown**. (Give brief explanation of condition that warrants the procedure.)
- Instruct ERT to guard all outside exits to permit supervised movement of **authorized staff only** (Members of the ERT) within the building.
- Notify 911, if necessary.

### **Emergency Response Team Members:**

- Upon notification of soft (modified) lockdown, contact School Operations Manager to determine the necessity for your response. If unable to contact School Operations Manager, communicate with other members of the ERT, to determine course of action. Courses of action could include, but are not limited to:
  - o Response to scene of incident.
  - o Coordinating response of first responders.
  - o Stabilizing floors that have not been affected by incident.
  - o Preparing for early dismissal, if necessary

### **Teachers/Staff will:**

- Bring any student outside your room, or in hallway, into your room.
- Close and lock door(s).
- Allow no one to enter or exit once you have locked the door.
- Maintain a calm environment, keep students quiet, and switch cell phones off.
- Remain in classrooms and other areas until a first responder or administrator unlocks the door and declares the all clear.

### **School Operations Manager/ERT Members will:**

- Keep the telephone lines open for communication.

- Depending on threat (internal/external), attempt to develop information necessary to assist in diffusing the situation, or assist the first responders.
- Coordinate with police (if necessary) to cover students who are outside and cannot be quickly moved to a safe location. If necessary, police will contain these students off campus, and away from incident.
- Work with Emergency Responder to prevent students and others from contaminating scene of possible criminal act. Follow **Criminal Activity** procedure contained within this safety plan.
- Keep in communication with the local police/fire department, to determine when threat has been alleviated.

**Community Relations Coordinator will:**

- Follow direction of School Operations Manager.
- Provide access to the building to NYPD and other Emergency Response personnel as necessary.
- Not allow any other person into or out of the building without authorization from School Operations Manager. Students and faculty should be directed to other School building, as long as they are not in same condition. **This is a judgment call, to be made by School Operations Manager, or designee, depending on reason for soft (modified) lockdown.**

**Soft (Modified) Lockdown: Close to dismissal time**

The procedure remains the same, with awareness that students in lobby area may need to be moved to a safe haven within School building.

**Soft (Modified) Lockdown Over**

**School Operations Manager will:**

- Alert the ERT that the soft (modified) lockdown is over when the danger has been resolved.

- Along with ERT, begin the process utilizing maintenance/security to respond to classrooms with “all clear” message.
- Ensure notifications are made to staff and students that had been outside during soft (modified) lockdown so they may return to school building.
- Prepare written report.

**Community Relations Coordinator will:**

- Follow direction of School Operations Manager.
- Respond to classrooms to open doors and alert staff and students that soft (modified) lockdown is over.
- Provide additional support at school entrances if early dismissal called.

**IF YOU ARE OUTSIDE A BUILDING DURING A SOFT (MODIFIED) LOCKDOWN: School event or field trip**

**School Staff:**

- Quickly move students or personnel to the closest building and continue to follow soft (modified) lockdown procedures outlined above.
- Once soft (modified) lockdown is over, you will be notified by School Operations Manager. Follow their direction as to return to school or early dismissal.

**IF YOU ARE OUTSIDE SCHOOL BUILDING, AND ARE UNABLE TO REENTER**

- Move away from the building and attempt to contact School Operations Manager or ERT.
- At a minimum, follow shelter-in-place procedure until you are able to contact someone within School.

Most situations that require the implementation of a hard lockdown, soft (modified) lockdown, and/or a shelter in place are over within a short period of time.

## **SHELTER-IN-PLACE**

Shelter-in-Place means seeking immediate shelter inside a building. A shelter in place will be called when an outside threat or disturbance poses potential danger in close proximity to the School building. A shelter-in-place differs from a soft (modified) lockdown, in that the threat has not breached the entrance of the School building, and is generally called for, but not limited to the following:

- Suspicious person in area – no police involvement; unverified information from student or staff.
- A vehicular accident involving a student or faculty in front of School building.
- Toxic chemicals/hazardous materials are leaking on or near campus.
- Biological/radioactive materials are reported in outside air.
- A fire/smoke condition in area affecting School air quality.

If you become aware of an external condition that may warrant a shelter in place, immediately notify the School Operations Manager. Supply any known details.

### **Inside the School Building**

#### **School Operations Manager will:**

- Notify building occupants that this is not a drill and the campus is under a **Shelter in Place** condition until further notice. (Give brief explanation of condition that warrants the procedure).
- Instruct Community Relations Coordinator to notify other School building of condition.
- Instruct Community Relations Coordinator to alert any members of the School who are out on field trips, and will be returning to the School during day. School members outside building will follow **Off Campus** procedure below.
- Instruct ERT to guard all outside exits to permit supervised movement of students and staff within the School building.

- Instruct Community Relations Coordinator as to whether or not they will be allowed to admit persons access to the School building. Depending on incident that required shelter in place, a judgment call needs to be made to determine if access to the building will be allowed. In most circumstances, unless a physical threat is present, if the persons attempting to gain access are known to the School staff and they can be admitted safely without adversely affecting the occupants of the School, access should be granted.
- Instruct maintenance staff to shutdown HVAC system external air dampers, if condition involves air quality.
- Designate staff to monitor the news and/or await further communication from the Office of Emergency Management or the NYPD/FDNY.
- Notify 911, if necessary.

**Teachers/Staff:**

- Remain in their current classroom until normal transition time. This includes co-curricular classes.
- Lights will remain in current position when shelter in place is called.
- Depending on external condition, all windows will be closed, and remain closed for duration.
- Maintain a calm environment.
- Classes will transition normally during shelter in place procedures.
- Teachers will await further instructions, as to duration of shelter in place.

**Community Relations Coordinator:**

- Will be guided by School Operations Manager regarding admittance of persons from outside of School building.
- Maintenance staff will shut down HVAC system external air dampers, if external condition involves air quality.
- Provide access to the building to NYPD and other Emergency Response personnel as necessary.

## **ALL CLEAR – Shelter in Place is over**

### **School Operations Manager:**

- School Operations Manager or designee will advise the campus of an “ALL CLEAR” condition.
- Community Relations Coordinator will notify School staff and students on field trips that shelter in place is over.
- Prepare written report.

**Teachers:** Return to normal operations

### **Maintenance/Security will:**

- Open all doors and windows and return ventilation systems to normal operations.
- Follow instructions of School Operations Manager or designee as it relates to remaining inside or exiting school until building has been properly vented.

## **Shelter-in-Place Off Campus**

When off campus and you become aware of a threat that requires you to seek shelter at your location:

### **School Staff will:**

- Remove all students and staff from street, inside a nearby building.
- Follow direction of emergency personnel, if they are on scene.
- Notify School Operations Manager or School front desk of situation.
- Remain in place until first responders or School Operations Manager notify you that the condition has been resolved and it is safe to leave your shelter.
- Prepare a written report to the School Operations Manager upon your return to school.

When off campus and you are notified by School Operations staff that the school is under a shelter in place:

- Determine if your location is affected by same conditions, and the necessity for you to seek shelter. If you do, follow above procedure.
- If in a safe area, continue with normal operation and stay in contact with School to determine when it is safe to return to school, or if a dismissal from the field trip is required.
- Upon notification that School is safe, return to school as planned.

#### **IF YOU ARE OUTSIDE SCHOOL BUILDING, AND ARE UNABLE TO REENTER**

- Move away from the building and attempt to contact School Operations Manager or ERT.
- At a minimum, follow shelter-in-place procedure until you are able to contact someone within School.

Most situations that require the implementation of a hard lockdown, soft (modified) lockdown, and/or a shelter in place are over within a short period of time.

### **ACCIDENT / MEDICAL EMERGENCY / FIRST AID**

The following procedures should be activated for any **Medical Emergency/First Aid** at the School. If subsequent medical emergency results in a fatality, follow **Death of Student or Staff Member** procedure.

#### **School Staff Member:**

When alerted to a medical emergency either inside or outside:

- Assess the situation for safety of both the person in crisis and yourself. Determine what happened, number of persons injured, and bystanders who can help. **Do not put yourself in danger if the scene is unsafe.**

- If the situation or injury is life-threatening, call 911 immediately. (If poison ingestion suspected, make follow-up call to 212-POISONS, 212-764-7667).
- Tell 911 dispatcher/Poison Control victim's name, age, injury or illness, any known pre-existing medical conditions and School address.
- Notify the School Operations Manager or have another responsible adult make notification.
- **Do not move a seriously injured individual** if victim is not mobile or if head, neck, or back injury is suspected. Movement of injured individual is authorized **only if a life-threatening situation exists**.
- If the person is experiencing a seizure, do not place anything in their mouth, and turn them on their left side to prevent aspiration, if possible.
- Stay with victim(s) until assistance arrives, and be prepared to relay information to trained medical staff member or first responders.
- If incident involves a potential crime, attempt to maintain scene for evidence purposes. Follow **Criminal Activity** procedure contained within this safety plan.
- If blood or other body fluids are present, protect yourself by using gloves and other protective devices.
- Ask uninvolved students and bystanders to leave the scene.
- Once victim is removed, follow direction of School Operations Manager on reporting of incident.

### **School Operations Manager:**

When notified of a medical emergency, follow the procedure below:

- Immediately call a "**Code Blue**" to ensure CPR trained staff can quickly respond to the scene.
- If the situation or injury is life-threatening, call 911 immediately, if not already done. (If poison ingestion suspected, make follow-up call to 212-POISONS, 212-764-7667).
- Tell 911 dispatcher/Poison Control victim's name, age, injury or illness, any known pre-existing medical conditions and School address.

- Call for a First Aid trained staff member/School Nurse to respond to the injured person's location. Advise them of the circumstances surrounding the incident.
- Community Relations Coordinator will ensure School Operations Manager is notified.
- If an ambulance is called, designate a runner to direct them to the scene. If possible, this person should be from the security/maintenance team.

**Community Relations Coordinator will:**

- Obtain the victim's medical and emergency records to check for parental treatment consent.
- Arrange for the parents, guardians and/or other emergency contacts to be notified.

**School Nurse/First Aid Responder will:**

- Respond to emergency with medical kit.
- Notify 911 if necessary and provide directions to school and victim.
- Complete documentation at the conclusion of the emergency.

**School Operations Manager will:**

- Oversee the completion of an incident report and other documentation.
- Determine in conjunction with Executive Director what information should be shared with staff, students, and/or parents, and execute a communications plan.

**Students in need of medical attention that is not life threatening should see the Nurse.**

**NOTIFICATION OF INFECTIOUS DISEASE – POSSIBLE EXPOSURE TO SCHOOL**

The following procedures should be activated when it is reported that individuals at School may have been exposed to an infectious disease.

**School Staff:** When notified that a School staff member or student was diagnosed with an infectious disease, immediately notify the School Operations Manager and supply any details available.

**School Operations Manager will:**

- Verify that the individual in question was present in the School building during critical period of infection.
- Contact NYC Department of Health & Mental Hygiene for assistance.
- If possible, determine who could have been exposed to this individual.
- Confer with School Nurse and instruct them to evaluate potential for spread of infection within School building.
- Notify maintenance regarding possible decontamination requirements.
- Determine in conjunction with Executive Director what information should be shared with staff, students, and/or parents and execute a communications plan.
- Prepare written report.

**School Nurse will:**

- Evaluate potential exposure to other staff or students, and make recommendations for possible treatment options.
- Assist School Operations Manager/Maintenance, in determining decontamination requirements.

**Maintenance Staff will:** Prepare for decontamination of school if it is determined it is required.

**Operations Staff will:**

- Obtain the victim's medical and emergency records to check for parental treatment consent.
- Obtain potential exposure victim's medical and emergency records to check for parental treatment consent.
- Arrange for the parents, guardians or other emergency contacts to be notified, if directed by School Operations Manager.

## **INFECTIOUS DISEASE – AIDED IN SCHOOL – POTENTIAL EXPOSURE**

In most cases, the verification of this type of illness will not be known until after the individual has been examined by a medical professional. However, if circumstances indicate that the likelihood of an infectious disease, such as meningitis, is present in the School facility, then the School staff will err on the side of caution and follow the procedure outlined below.

To avoid unnecessary exposure, control of the aided victim will be assigned to one member of the School Staff who has already had contact with the person suspected of having an infectious disease.

### **Faculty/Staff**

- Upon becoming aware of an individual (staff/student) who is ill, you should have them report to the school nurse for evaluation and follow standard medical emergency procedure.
- If you are made aware that the illness **may** potentially involve an infectious disease, such as meningitis, immediately notify the school nurse and the School Operations Manager, as to the information you have received.
- Document the students and or faculty/staff that the individual had been in contact with. Teachers should document what students were in class when the illness was reported to them. Report this information to the School Operations Manager.

### **Nurse:**

- **Isolate** and **contain** the potentially contagious individual within the nurse's office, or other area away from the general student population.
- Wear disposable gloves, wash hands with soap and water, and wear mask if available.

### **School Operations Manager:**

- Confer with Nurse and determine potential hazard to School staff and students.

- Call 911 and request ambulance to respond to move victim to hospital, if necessary. If contagious individual is a student, designate appropriate school personnel who will stay with student until parent or other responsible adult arrives.
- If an ambulance is called, designate and send a runner to direct vehicle to the scene. If possible, this person should be from the security team.
- Provide 911 dispatcher the victim's name, age, injury or illness, any known pre-existing medical conditions and School address. Ensure specific information relative to individual's condition is relayed to first responders.
- Direct Operations Staff to contact individual's emergency contact, and make appropriate notifications as to situation and location where victim is being transported.
- Direct Operations Staff to obtain the victim's medical and emergency records to check for parental treatment consent.
- Consult with first responders (EMS) as to their evaluation of victim's condition.
- Maintain a level of confidentiality as to the identity of the victim.

**Community Relations Coordinator:**

- Contact individual's emergency contact, and make appropriate notifications as to situation and location where victim is being transported.
- Obtain the victim's medical and emergency records to check for parental treatment consent.

**Post Aided Removal from the School**

**School Operations Manager will:**

- Develop plan for post incident decontamination with Maintenance Head, if necessary.
- Convene meeting with ERT/CMT Members to determine additional follow-up actions.
- Determine in conjunction with Executive Director what information should be shared with staff, students, and/or parents, and execute a communications plan.
- Prepare written report.

**INTRUDER / UNIDENTIFIED VISITOR / ASSAULT / HOSTAGE**

## **General guidelines not to be applied to active shooter scenario**

**Security** – These incidents can be prevented by following the four basic principles below:

- An unidentified visitor should be questioned as to his/her business in the building.
- Remain alert and aware of persons entering at all times.
- Greet all student/staff and visitors and offer assistance.
- All visitors must check in with the appropriate receptionist/security officer.

## **Should an unknown individual be seen wandering in a school building without a visitor pass displayed**

### **School Staff:**

- Contact CRC to verify that a visitor has registered.
- Unidentified visitors should be escorted to the reception desk in the lobby.
- If the visitor does not cooperate, attempt to maintain contact and notify another staff member to contact School Operations Manager.
- If it can be done safely, break contact and monitor the direction in which stranger is heading.
- If stranger attempts to make contact with a student, take measures to limit or end this contact by first attempting to remove student from area.
- If the unidentified visitor is in a classroom, utilize the nearest classroom telephone to contact the Front Desk for help.
- 911 will be called when any person poses a threat to the safety of the students, faculty, or staff. Be prepared with description of the person and location. If threat cannot be dealt with satisfactorily, dial 911.
- **If a visitor becomes hostile, avoid arguing.** Try to protect the greatest number of people. Have students leave area and try to isolate the visitor. Leave area and alert others in adjoining area. If possible, close classroom door with intruder in hallway – call receptionist/security or 911, if necessary.

### **School Operations Manager will:**

- Respond to incident location, and attempt to bring situation under control, if possible.
- Initiate hard lockdown, soft (modified) lockdown, shelter in place or evacuation procedure, if situation requires action.
- Contact NYPD via 911 and report intruder to police.
- Prepare written report.

### **Hostage Situation**

**Immediately scream “Help Me”** and **resist restraint** by your attacker if possible. Your voice is one of your best weapons and may attract attention. Calling for attention and fighting back may cause the attacker to give up and flee. If possible, never agree to be a willing victim. If you, a student, or both have been placed under the control of your attacker and have become hostages, **stay calm** at all times and cooperate with the hostage taker, if escape is not possible. Let First Responders (i.e., police or fire) handle all negotiations.

## **ACTIVE SHOOTER**

**What is an active shooter situation?** A situation where one or more people are in the process of causing death or injury or posing an immediate danger:

- Not a hostage situation
- Not a stand off
- Not a barricaded perpetrator
- Not an unarmed intruder

### **If you become aware of gunfire or an individual armed with a gun in a school building**

**When an active shooter is in your vicinity:** Quickly determine the most reasonable way to protect your own life and the lives of others. If possible, retreat to a safe location and call 911 as soon as possible. Call or ask someone else to call School Operations Manager so appropriate procedures can be initiated. Remember your faculty and students are likely to follow your lead during an active shooter situation. There are only three responses to an

active shooter scenario – in order of preferred response:

- (1) **Evacuate (Run):** Have an escape route and plan in mind (prepare before an incident occurs), leave belongings behind, keep your hands visible for responding law enforcement. Once in a safe location call 911.
- (2) **Hide:** Hide in an area outside of active shooter’s view. Block entry to your hiding place and lock doors if possible. Call 911 if possible, being careful to avoid making noise that could attract active shooter. Silence your cell phone; turn off any source of noise. Remain silent. Be prepared to fight if the door is breached.
- (3) **Take action (Fight):** As a last resort, and only when your life or the life of your students is in imminent danger, attempt to incapacitate the active shooter. Act with physical aggression and throw items at the active shooter. Be aware that, in a large number of cases, active shooters are armed with more than one weapon. Commit to your actions – your life and the lives of others depend on it.

**How to respond when law enforcement arrives on the scene:** Remain calm and follow officers’ instructions. Slowly raise hands, spreading fingers, and keep your hands visible at all times. Avoid any quick movements in the direction of officers. Avoid screaming and/or yelling. Do not stop officers as you are evacuating, simply move towards the point where they are entering location at their direction.

**What information should you provide to law enforcement on scene or 911:**

- Location of active shooter (if known)
- Number of shooters, if more than one
- Physical description of shooters
- Number and type of weapons observed
- Number of possible victims at location<sup>1</sup>

## **SUSPICIOUS PACKAGE / MAIL**

Characteristics of Suspicious Letters and Packages

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<sup>1</sup> The above guidelines come from the Department of Homeland Security

- Origin – postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address is given
- Postage – excessive or inadequate postage
- Package sent to person no longer at School
- Sent by someone you don't know
- Letter bombs may feel rigid or lopsided or unusually thick – letter or package seems heavy for its size
- Protruding wires, strange odors or stains
- An unusual amount of tape
- Buzzing, ticking or a sloshing sound
- Irregular shape, soft spots or bulges
- Hand-written address with no return address or a return address that can't be confirmed as legitimate
- Is marked "PERSONAL" or "CONFIDENTIAL"

The following procedures should be activated for any **Suspicious Package/Mail** received at School. If you receive or discover a suspicious package, letter or object at school, immediately notify the School Operations Manager. Supply any known details.

The following procedures have been put in place, as recommended by first responders in an effort to limit the potential exposure of anyone at the School who handles the mail delivery.

**School Staff:** The person responsible for receiving and distributing mail shall wear gloves and place questionable mail in the container near the distribution area, and notify the School Operations Manager if something is deemed suspicious. If no designated container, place an empty garbage can over the mail.

The goal is to reduce the risk of exposure to potential suspicious packages throughout the school.

- Don't shake the suspicious package or envelope. Don't sniff, touch, or taste any contents that may have spilled out.
- Don't carry the suspicious mail around, and don't have others look at or touch it.
- Put the suspicious package or envelope on the floor or someplace where it won't fall over.
- Cover the suspicious item with an empty trash can, if possible.
- Leave the area, closing doors behind you. Tell others about the suspicious mail, and keep anybody else from going into the area. If you can, shut off the ventilation system and call maintenance.
- Wash your hands with plenty of soap and warm water.
- Make a list of the people who were in the room when the package or letter was opened. Include all people who may have handled this mail. Give copies of the list to police and to local public-health officials.

## **BOMB THREAT**

The following procedures should be activated for a **bomb threat** at the School building. If a bomb threat of any type occurs, immediately call the School Operations Manager. Supply any known details. (Follow the School (SAVE) Safety Plan for evacuation, if necessary).

**Signal:** Notifications of possible bomb threat or device will be made without the use of fire alarm – use hardwired intercom to have evacuation plan activated. If intercom is a wireless device, do not use and have ERT respond to each room to inform all classes to follow evacuation procedure. Do not use radio or cellphones as they transmit wirelessly and could unintentionally trigger the explosive device.

### **School Staff receiving notification:**

- If a bomb threat is received by phone:
  - **Do not interrupt the caller – attempt to keep on the line as long as possible**

- o If possible, alert someone nearby to notify School Operations Manager about caller.
- For bomb threats received by phone, mail or other means, obtain as many details as possible – utilize the bomb threat checklist:
  - o When, where, how, what kind, and why
  - o Specific questions: When will it go off? Where is it? What does it look like?
  - o Determine sex of caller, mood of caller, remember the voice (is it familiar?)
  - o Listen for background noises

### **School Operations Manager:**

Upon notification of bomb threat received by School staff:

- Notify 911 – authorities will assist in determining veracity of threat, as well as evacuation, if necessary.
- When notifying School building, advise everyone to turn off cell phones.
- Begin evacuation of School building immediately.
- Utilize ERT to assist in floor sweeps.
- Complete the bomb threat checklist as soon as possible.

### **Bomb or unknown device found**

#### **School Operations Manager will:**

- Evacuate the building and follow evacuation procedures.
- Ensure maintenance takes Go-bag that contains building plans.

#### **School Staff finding suspicious device:**

- Do not touch suspicious objects – report location to School Operations Manager
- Avoid using light switches, cell phones or radios in vicinity of suspicious object

- Do not search or disturb anything – School Operations Manager will have people available to speak to first responders who will request information relative to familiarity with the building

### Bomb Threat Checklist

Exact time of call \_\_\_\_\_

Exact words of caller \_\_\_\_\_

#### QUESTIONS TO ASK

1. Which campus is the bomb on? \_\_\_\_\_
2. When is bomb going to explode? \_\_\_\_\_
3. Where is the bomb? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. What kind of bomb is it? \_\_\_\_\_
6. What will cause it to explode? \_\_\_\_\_
7. Did you place the bomb? \_\_\_\_\_
8. Why did you place it? \_\_\_\_\_
9. Where are you calling from? \_\_\_\_\_
10. What is your address? \_\_\_\_\_
11. What is your name? \_\_\_\_\_

*DIAL 911 and report that we have received a bomb threat.*

GET ADMINISTRATIVE DECISION TO PULL ALARM.

#### CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

Is the caller male or female? \_\_\_\_\_

If the voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

Report call immediately to: School Operations Manager, or ERT Members

(Refer to School Operations Manager and the bomb incident plan)

**Additional Persons to Notify:**

Name Telephone # -----

NYPD - 911

Local Police Precinct (28<sup>th</sup> Precinct): 212-678-1611

Maintenance: Carlos Gonzalez

Security Desk: HS – x9294, Elementary – x9750

## **EXPLOSION**

The following procedures should be activated for an **Explosion**, or a threat of an explosion, at School or near campus, such as those caused by chemicals, leaking gas, faulty boilers, falling aircraft or other. **If an explosion of any type occurs, call 911 and follow up with School Operations Manager and ERT Members.** Supply any known details. (Follow the School safety Plan – Evacuation or Shelter in Place). The determination for evacuation or shelter in place procedure would be dictated by where the incident occurs, and the type of explosion (if known). See examples below:

Scenario #1: A loud explosion is heard while in the School building. Initially it is unknown if explosion occurred in the building, or outside. There is no reported smoke or fire within the building at this time. No one has reported an incident on any floor within School building. Smoke is filling Close Avenue.

The fact pattern in this scenario suggests it would be better to **initially shelter-in-place**, since there are no reported indicators that the explosion occurred inside the School. Evacuating may expose School staff and students to harmful smoke, and falling debris. Initiate shelter-in-place, unless instructed by first responders to evacuate to another location.

Scenario #2: A loud explosion is heard while in the School building. A stream of smoke is coming out of one of the stairwells leading from the side fire exit. In this scenario, it is apparent that the incident occurred within the School building, and an **evacuation** is necessary. Regardless of how small an incident – whether it be an explosion, or fire, or other emergency condition – if it is inside the School building, evacuation is advisable.

## If you are inside a building and you hear a possible explosion

### School Staff will:

- Instruct students, and seek cover under a desk, table, or other heavy furniture to help provide protection from flying glass and debris (**DROP-COVER-HOLD**). Stay away from exterior windows and walls.
- Sound building fire alarm and immediately call School Operations Manager.
- Be aware of possible further explosions. Watch for falling debris.
- Follow directions given by School Operations Manager, ERT Members, or emergency responders (i.e., Police or Fire).
- Remain inside the building until you receive instructions from School Operations Manager, or emergency responders that it is safe to exit. Do not automatically evacuate upon hearing fire alarm, unless it is clear the explosion occurred inside the School building.
- If an evacuation is in order, leave the building immediately. **Do not** move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
- Feel doors for heat from bottom to top, using the back of your hand before opening. If hot, do not open. If **not** hot, open door slowly, standing behind and to one side.
- If caught in smoke, drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, etc.) as filter.
- Proceed to your evacuation assembly area (Fire Drill assembly area) or other safe area and take roll call.

### School Operations Manager:

- Determine if explosion occurred inside building or on the outside.
- Activate shelter-in-place or evacuation plan, based on location.
- Utilize ERT to assist in execution of plan.

**If you are outside the building:**

- Proceed to your Fire Drill assembly area or other safe area as designated by School (SAVE) Safety Plan.
- Take roll call, and follow directions of emergency response personnel (i.e., Police and Fire).
- If on field trip away from School building, notify School Operations Manager of occurrence.

**HAZARDOUS MATERIALS**

The following procedures should be activated for any **hazardous materials** found or suspected at school or nearby. This procedure is designed for small spills, as well as larger incidents, beyond the capabilities of the maintenance staff. An uncontrolled spill or release of any hazardous material is defined as an amount of the substance that is greater than what you are normally equipped to handle.

**Examples of hazardous materials: These are by no means a complete list, you should always assume that spilled chemicals are extremely toxic.**

- Bleach/Ammonia/Cleaning Products
- Gasoline/Paints/Paint Thinners
- Chemicals/Methane/Propane
- Asbestos

If any hazardous materials are found or suspected, immediately call the School Operations Manager. Supply any known details.

**Person Discovering the Incident will:**

- Remove students from the area.

- Notify School Operations Manager or ERT Member.
- Notify Community Relations Coordinator to immediately inform Maintenance, if practical (e.g., small spill).

**School Operations Manager or ERT Member will:**

- Call 911 to notify the FDNY, if necessary.
- Coordinate with Maintenance for their assessment of the situation.
- Instruct staff and students to follow evacuation or shelter-in-place procedure.
- Be prepared to assist Fire Department in locating accident.

**In the event a person comes in direct contact with suspected hazardous materials, follow all appropriate safety precautions posted onsite or on container. Inform Fire Department as well. Call Poison Control at 212-POISONS (212-764-7667).**

**Teachers will:**

- Await to be notified whether to follow shelter-in-place, or evacuation procedures.
- Once notified, initiate the appropriate procedure.

**School Nurse will:**

- Triage possible exposure victims.
- Administer appropriate first aid to victims.
- Inform first responders of actions taken, and triage results

**Spill**

- Get out of the area. Move upwind and uphill of the spill. Assess persons in and around the affected areas for any sign of exposure.

- If a building emergency exists, activate the fire alarm. Evacuate the building through the nearest available exit. Do your best to close off or mark the spill area. Contain the spill if possible.
- Move to the evacuation assembly areas as per the evacuation plan. Take roll call and follow directions of School Operations Manager/ERT Members or emergency responders (i.e., Police or Fire).
- **Do not** return to an evacuated site unless authorized to do so by School Operations Manager/ERT Members, or first responders.

### **Airborne Release**

**Person being made aware of an airborne release of hazardous materials:** Information could come from direct knowledge (present during release of materials into air), local media, or first responders. If any hazardous materials are found or suspected, immediately call the School Operations Manager. Supply any known details.

#### **School Operations Manager will:**

- Determine if release is internal or outside of School building.
- Contact Fire Department and make decision to evacuate building if necessary. If release is internal, evacuate School building and then contact FDNY.

**Internal Release:** Activate evacuation plan.

#### **External Release**

- Activate shelter-in-place procedure.
- Ensure all doors are closed to the outside and lock all windows.
- Have maintenance turn off HVAC system, air handlers, and all air conditioners. Switch inlets to the “closed” position.

- Seal off all vents, grills, or other openings to the outside to the greatest extent possible.
- If the gases outside bother you, hold a wet cloth or handkerchief over your nose and mouth.
- **Do not** evacuate the building unless told to do so by emergency responders (i.e., Police or Fire).
- **School Operations Manager or ERT Members** will advise the campus or site of an “ALL CLEAR” condition when the danger has been resolved and removed from the vicinity and exiting the building is safe.

**Personnel Roles:** Maintenance Supervisor will review appropriate hazardous materials literature to determine action and will consult with School Operations Manager.

### **CRIMINAL ACTIVITY**

In its legal definition, a crime is defined as an act or activity that does not adhere to the legal protocol or standard of lawful behavior and conduct. Below is a list of potentially serious criminal acts that may require the preservation of a crime scene.

**Serious Criminal Acts:**

- Armed Robbery/Burglary
- Assault (particularly if weapons are involved)
- Sexual Assaults

**Witness or Person to whom a crime was reported will:** Immediately notify the School Operations Manager.

**Security will:**

- Ensure the safety of the victim.
- Notify School Operations Manager.

- Remain with the victim until School Operations Manager/first responder arrives.
- Maintain integrity of crime scene, if incident involved is serious in nature.

**School Operations Manager will:**

- Assign a staff member to stay with the student (School Counselor/Social Worker, Nurse, or staff member when appropriate).
- Notify 911 for police response.
- Determine if other outside agencies should be notified (i.e. CPS, EMS, etc.).
- Notify parent/guardian of involved student(s).
- Advise witnesses to document the incident.
- Ensure crime scene is maintained until first responders arrive.
- Notify School Operations Manager, and prepare report for review.

**Executive Director will:** Coordinate media effort, if any.

**MISSING / LOST / KIDNAPPED CHILD**

**In School Building**

The School Staff Member who suspects a child is missing/lost/kidnapped will:

- Assemble the class in a secure place under supervision.
- Immediately notify the School Operations Manager.

**School Operations Manager will:**

- Determine if a soft (modified) lockdown should be called, prior to search.
- Assign staff to begin a systematic search of the building if the child is missing at school.

- Maintain record of areas searched to avoid duplication, and to ensure all areas are covered.
- Review video footage for missing child.
- Gather the following information:
  - Child's name and description of clothing that day
  - Emergency/Medical form
  - Names of friends or classmates

**If child is not found:**

- Notify 911 for police response, and assist as needed.
- Try to determine the presence of strangers around the area where the child was last seen.
- **If kidnapping** – gather as much information about the abductor as possible, description, vehicle used, weapon possessed, direction of flight, etc.
- Notify the student's parents/guardians.

**On trip / off campus**

If any School Staff become aware of a missing child during an off campus activity, **person in charge will:**

- Immediately notify the School Operations Manager.
- Gather students in a safe place and conduct roll call to determine if any other students are missing.
- Assign staff to begin a search of the area child was last seen.
- Gather the following information:
  - Child's name and description of clothing that day.
  - Emergency/Medical form.

- o Names of friends or classmates.
- Begin search in high-risk areas (e.g. water, streets)
- Notify 911 for local police response, and assist as needed if child not located.

**School Operations Manager will:**

- Notify the student's parents/guardians.
- Notify Executive Director who will contact Counsel, board, and media coordinator as appropriate.

### **UTILITY FAILURE / FLOOD**

The following procedures should be activated for a **Utility Failure/Flood** (such as those caused by gas leaks, HVAC failure, elevator failure, plumbing/flooding, and electrical failure or other) at School building.

**School Staff:** If you become aware of a utility failure/flood of any type, immediately notify School Operations Manager. Supply any known details.

**School Operations Manager will:**

- Evaluate the actual threat, and determine if School (SAVE) Safety Plan should be instituted.
- Notify maintenance to respond, if evacuation is not necessary.

The following are examples of possible circumstances involving this procedure, and the appropriate response to each:

**Utility Problems**

- **Gas leaks:** Evacuate area (Follow School (SAVE) Safety Plan – Evacuation procedure).

- **HVAC Failure:** If smoke or strong burning odors occur, evacuate immediately.
- **Plumbing/Flooding:** If personal safety allows, have maintenance shut off electrical equipment and evacuate area.
- **Electrical Failure:** If personal safety allows, have maintenance shut off electrical equipment and follow directions.

### **General Safety Tips:**

- If you smell gas or burning odors, evacuate the area immediately, follow evacuation procedures, and take roll call.
- If staff or students are in danger by rising water caused by faulty plumbing, water main break, or severe weather, immediately move the students to a dry area or higher ground and take attendance.
- Remain calm and follow directions given by **School Operations Manager, or first responders (i.e., Police, Fire, Con Ed).**
- If required, the School Operations Manager will coordinate with Executive Director to coordinate the early release of students to parents following proper release procedures.
- Do not re-enter the area/building unless you are told it is safe by the School Operations Manager.

## **EARTHQUAKE PROCEDURE**

The following procedures should be activated for an **Earthquake** at school building. If an earthquake occurs, immediately after tremors stop, follow-up with the School Operations Manager or ERT Members. Supply any known details.

**During an earthquake, School staff will:** Move students away from windows and other areas where objects could fall.

## **DROP-COVER-HOLD**

Instruct students to **DROP or DUCK** down on the floor. Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots: near windows, under hanging objects, or in the vicinity of mirrors or tall furniture.

If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. Do not run outdoors. Do not use elevators. Follow directions of emergency personnel.

- Once tremors stop, take attendance and report any missing students to School Operations Manager or ERT.
- If odor of gas, notify School Operations Manager/maintenance supervisor and follow evacuation plan.
- Report injuries to Nurse and damage to School Operations Manager.
- Wait for instructions on whether to move students to a safer area

**In a Crowded Gym or Cafeteria:** Stay in your seat and protect your head and neck. Do not rush for the exits. Follow directions of School Operations Manager, and emergency responders.

- Instruct students to get low to the ground and cover their heads with their hands.
- Take attendance and report missing students to School Operations Manager or ERT.
- Report injuries to Nurse and damage to School Operations Manager.

**In an Open Area:** Move to a clear area if safe to do so. Avoid falling hazards. Protect your head and neck. Follow directions of emergency personnel. Stay clear of buildings, trees, and power lines.

### **After the Shaking Stops**

**If inside the building:** Expect aftershocks over the next several hours or days.

- Check yourself and others for injuries. Report any injuries to School Nurse.

- Assess your surroundings, check for damage and hazardous conditions, and report them to School Operations Manager.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- **Do not evacuate automatically.** Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to Fire Drill areas, move swiftly. Grab keys, personal items and emergency supplies (only if safe to do so). Follow direction of emergency responders and School Operations Manager.

**School Operations Manager will:**

- Assess situation and instruct staff and students to do one of the following:
  - Stay in place.
  - Evacuate the building (if instructed to do so by Police or Fire Departments).
- Attend to all student/staff safety issues.
- Notify parents when appropriate and practical.

**School Nurse will:**

- Attend to, and triage, reported injuries.
- Distribute additional first aid kits and supplies if available.
- Maintain list of persons injured and reported injuries.
- Prepare report for School Operations Manager, once event is over.

**When to Go Home:** In the event of a major earthquake, be prepared to stay on campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel and most emergency conditions have been stabilized.