SCHOOL SAFETY PLAN 2018-2019

School Contact Information

New Visions Charter High School for the Humanities IV
100-00 Beach Channel Drive – 2nd Floor
Far Rockaway, NY 11694

Telephone: 718-734-3350
Fax: 718-734-3351

Principal: Hannah Kehn
Email: hkehn16@charter.newvisions.org
Assistant Principal: Vronski Mesidor
Email: vmedisor11@charter.newvisions.org

Total Number of Students Enrolled: 186
Total Number of School Personnel Employed: 25

Introduction

New Visions Charter High School for the Humanities IV, 84Q373 (HUM IV) takes every precaution to ensure the safety of its students and staff. HUM IV considers emergencies and violent incidents very serious occurrences and treats these events expeditiously. The HUM IV School Safety Plan is designed to address the needs of its students, the school, the campus and its urban location and is aligned to the safety procedures outlined in the Beach Channel Campus Safety Plan **(ATTACHMENT A)**

Our goals in creating and implementing our HUM IV School Safety Plan are:

- to create a safe atmosphere and complementary set of practices that prevent violence or unsafe conditions,
- to create/implement a plan that will minimize the effects of serious violent incidents and emergencies,
- to have the capacity to implement an effective response plan for all predictable safety concern situations, and

- to produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

Building Information

HUM IV is located at 100-00 Beach Channel Drive, Far Rockaway, NY 11694, HUM IV shares space with:

- Channel View School for Research (27Q262)
- Rockaway Park High School for Environmental Sustainability (27Q324),
- Rockaway Collegiate High School (27Q351),
- P.S Q256 (27Q256),
- Alternate Learning Center - Beach Channel Educational Complex (88Q996)

HUM IV uses the building's classrooms on the 2nd and 3rd floor, as well as the cafeteria on the second floor, and gymnasium on the first floor.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The HUM IV School Safety Plan was developed pursuant to Education Law §2801-a and 8 NYCRR §155.17. As charter schools are also school districts (LEAs) in and of themselves, the HUM IV District-wide Safety Plan and the Building-level Emergency Response Plan is one in the same document (all required elements for both plans are included in this single document).

The Charter School Safety Plan addresses a broad range of major emergencies. The objectives of the plan are to:

- Protect the safety and welfare of students, employees and staff;
- Provide for a safe and coordinated response to emergencies;
- Protect the School's facilities and properties; and
- Enable the School to restore normal conditions with minimal confusion in the shortest time possible.

Identification of HUM IV School Safety Team

The HUM IV School Safety Team, charged with developing and ensuring the effective implementation of the HUM IV School Safety (SAVE) Plan is:

- Hannah Kehn, Principal
- Vronski Mesidor, Assistant Principal
- Carl Baurle, Associate Director of Data, Programming, and Student Support

See **ATTACHMENT B** for full contact information of the HUM IV School Safety Team.

In addition to the HUM IV Schools Safety Team, each of the schools on the campus has a Chain of Command and an Emergency Response Team of their own.

Concept of Operations

The Assistant Principal, or designee, should adhere to the following protocol in the event of protective action:

- Take control once informed of emergency situation;
- Gather information and make appropriate decisions;
- Order evacuation if necessary;
- Contact appropriate law enforcement authorities as necessary;
- Turn control of emergency situations over to law enforcement as required;
- Test the emergency response procedures on an annual basis; and,
- Meet with local government official to seek advice and assistance in the analysis of effectiveness and revision process of the HUM IV Safety Plan from year to year.

In the event an emergency occurs at HUM IV, the Assistant Principal will gather the HUM IV School Safety Team to formulate an appropriate plan of action following the procedures outlined in this document for confronting and rectifying specific emergency situations. The Assistant Principal is recognized as the person-in-charge.

The HUM IV School Safety Team will gather information, and coordinate the response effort and communicate with students, staff and community. Staff members who are not members of the Chain of Command and/or the School Safety Team will supervise students. As necessary, the HUM IV Board

of Trustees and/or local emergency officials will also be notified.

The Assistant Principal may declare a school emergency and implement a plan of action to address an emergency situation. In the event of an HUM IV school specific incident, the HUM IV Principal Office will become the Command Center and the Chain of Command shall report directly to the Command Center. The Assistant Principal shall remain in charge until local law enforcement of emergency response personnel are on the scene and take command of the situation.

If a crime has been committed, the HUM IV Assistant Principal is responsible for crime scene security until relieved by law enforcement officials. No items shall be moved, cleaned or altered without prior approval from the appropriate law enforcement agency. However, said security should in no way preclude the rescue and aide of injured persons.

Depending on the magnitude of the emergency, existing borough, city and state resources may be called upon for assistance using existing protocols.

All communication is to be coordinated with the Assistant Principal via the school's main number.

After relinquishing command, the Assistant Principal, or designee, may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

Plan Development, Review and Public Comment

The HUM IV Principal appoints a Building-level School Safety Team and charges it with the development of the HUM IV School Safety Plan following District-wide Safety Plan guidelines distributed by NYSED, and in consultation with existing schools with high quality School Safety Plans. The plan is developed through a series of meetings attended by representatives of our various constituencies: Administration, Faculty, Operations Staff, Teachers, Students, and Parents. The HUM IV School Safety Team ensures the implementation and proper execution of the Charter School Safety Plan.

The Final Plan must be formally adopted by the Board of Trustees. Pursuant to Commissioner's Regulation, Section 155.17(e)(3), Final School Safety Plans will be made available for public comment at least 30 days prior to its adoption. The plan may be adopted by the Board of Trustees only after at least one public hearing that provides for the participation of school personnel, parents, students, and

any other interested parties. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted and the Final Plan approved by the Board. The Board of Trustees must submit complete copies of the HUM IV School Safety Plan and any amendments to the NYSED within thirty (30) days of their adoption. A copy of the HUM IV School Safety Plan and any amendments thereto must also be filed with the appropriate local law enforcement agency and state police within thirty (30) days of its adoption.

The HUM IV School Safety Plan should be reviewed periodically with staff and students throughout the year and must be maintained current by the HUM IV School Safety Team. The HUM IV School Safety Plan is an iterative, living document that will be reviewed, modified and formally updated to comply with current best practices in school safety annually. The required annual review must be completed on or before July 1 of each year after its adoption by the Board of Trustees.

A complete copy of the HUM IV School Safety Plan will be located in the Main Office, Room 244. It will also be posted on the school's website.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

Prevention/Intervention Strategies

All students are encouraged to approach any staff whenever they are concerned about their safety, especially if it involves violence or an emergency situation.

HUM IV asks that all students and adults in our building to be safe, kind and productive. HUM IV believes that adhering to this maxim establishes the necessary conditions to realize the mission of the school and ensures that there is a sense of respect and security throughout the school community. Nevertheless, HUM IV has established procedures that are followed when this sense of safety, kindness and productivity is breached.

The Principal and Assistant Principal work collaboratively with HUM IV parents at every level of engagement, from individual parent conferences to parent association meetings, in order to maintain a violence-free community. The HUM IV Code of Conduct prohibits student actions that are inconsistent with the overriding goal of maintaining a sense of respect and security throughout the school. Conduct in violation of the Code may be dealt with within the School setting, but it is also

punishable by suspension from school or social or extracurricular activities or, under certain circumstances, by expulsion. The Code of Conduct has been approved by the School's Board of Trustees and is subject to ongoing review by the Discipline Review Board, the Student Judiciary Council, and the School Community.

HUM IV Incident Procedures

When an incident occurs on the premises staff notifies office, as well as the Discipline Team. A member of the Discipline Team escorts the involved parties to Support Services. Each person involved in the incident completes an Incident Report to describe their experience of the incident. Additionally, any student who violated the HUM IV Code of Conduct during the incident completes an intervention plan. An administrator reviews the plan(s) and incident reports, and then interviews the student and any involved parties. If it is determined that a student has violated the Code of Conduct, family members and advisors are invited to meet with the administrator and student regarding the incident. The student participates in natural consequence, act of apology, and community service.
The administrator may determine that the incident should be referred to the Discipline Review Board.

Discipline Review Board

The Discipline Review Board is comprised of a member of the school counseling department and teachers. It focuses on positive preventative efforts, as well as alternative interventions for conduct violations that have a significant impact on the HUM IV community. The Discipline Review Board on a monthly-basis rewards students, faculty and staff who have contributed positively to the school community by promoting a kind, safe, and productive community. In addition to regular celebratory meetings, the Discipline Review Board makes alternative intervention recommendations to the Principal for students who require an approach outside of traditional consequences (i.e. suspensions and/or detentions), such as Disciplinary Probation. Disciplinary Probation refers to a period of time, decided by the Principal, during which a student's behavior is monitored and evaluated to determine the student's commitment to HUM IV. The Disciplinary Probation period is a positive attempt to help the student realize that all choices carry consequences and is designed to help the student correct his/her behavior. The student and Principal develop and sign a probation agreement that outlines the positive contribution the student will make in an effort to re-integrate into the community. As part of the agreement, the Principal assigns an adult mentor from the community and determines a meeting schedule for regular assessments of the student's progress. The student's parent/guardian is invited to be part of this process.

School Safety Personnel

HUM IV utilizes the School Safety services provided by the NYPD School Safety Division. Each School Safety Agent (SSA) assigned to the School Safety Division takes an oath to provide security and ensure the safety of students, as well as faculty and visitors in New York City Public Schools. During the hiring process, Agent candidates provide information and undergo extensive examinations as part of the applicant process. Some of the exams include medical, psychological, physical and character exams; they must pass each exam to be considered for employment. Upon successful completion of these exams, they enter the New York City Police Academy, School Safety Agent Recruit Training School for a period of fourteen (14) weeks. While assigned to the academy, they receive training including classes in Law, Police Science, Behavioral Science, as well as Physical Training. They also learn how to interact with students, staff and the public utilizing Courtesy, Professionalism and Respect.

An Agent is posted at the main entrance of HUM IV, as well throughout the hallways of the HUM IV space. In addition, the Principal, Assistant Principal and other staff members are a constant presence in HUM IV hallways and stairwells.

It is the duty of the School Safety Agent Level III and other School Safety Agents to work in conjunction with the administrations of all schools on the Beach Channel Campus. The agents are required to report any untoward incidents to the School Safety Division Operations Center.

In emergencies, the School Safety Agent Level III has the authority to alter assignments as the needs of the building change. In the absence of the School Safety Agent Level III, the second-in-command, i.e. the assigned School Safety Agent will assume this responsibility.

All Agents have the following duties and responsibilities:

- To remain at their assigned posts until relieved by authorized personnel or instructed by an SSA Level III and/or school administrator to respond to an immediate security situation;
- To report untoward incidents to the SSA Level III;
- To escort all intruders to the SSA Level III and/or appropriate school administrator
- To conduct themselves in a professional and courteous manner at all times;
- To call or radio appropriate reports in a timely manner;
- To prohibit students from remaining at their posts for extended conversations;
- To refer all students and/or intruders picked up for infractions will be referred to the proper school's administration; and
- To call for backup and/or assistance when necessary.

Visitor Control Procedures

The front door of the school is located at 100-00 Beach Channel Drive, Far Rockaway, NY 11694. Upon entering the school building, all visitors must get processed through the scanning device and then proceed directly to the School Safety Agent's desk. The visitor must present valid identification and sign the Visitor Log. The security agent will then call HUM IV's Main Office (Room 244) to obtain permission for the visitor to go directly to the 2nd Floor. All school visitors are required to wear a school name tag/pass while in the school.

If a visitor fails to provide proper identification or refuses to sign in, the security agent must call the HUM IV Main Office for explicit permission to allow the visitor access; they may deny entry. In the event that a visitor is observed on the wrong floor or without a Visitor Pass, the visitor must be addressed and may be escorted out of the building.

Training, Drills and Exercises

HUM IV believes that it is critical for staff and faculty to be able to detect potentially violent behaviors early; consequently, teachers and staff receive professional development training to aid in the identification of any behavior or emotional issues students may face. Regularly scheduled meetings with teachers provide ample room for staff discussion of any issues as they arise.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS
Internal and external presentations are made by school administrators, as well as by a contracted vendor on establishing positive discipline, to the entire New Visions Charter High School for the Humanities IV and students that address issues of violence in our community, trends that lead to violent behavior and our mutual responsibility to preserve a safe school community. Training for staff on early detection will continue as part of a threat assessment strategy so that employees understand what actions to take.

DRILLS
The School conducts the mandated safety drills (fire, intruder alert and tabletop exercises) within the first two months of school, concluding drills by October 31. HUM IV schedules the dates and times of drills with co-located schools; these drills are conducted in coordination with local and county emergency response and preparedness officials. Each drill is followed by a meeting of the HUM IV

School Safety Team to assess necessary improvements and/or alterations. During the 2018-2019 school year a combination of twelve fire, evacuation and lockdown drills will be conducted.

HAZARD IDENTIFICATION

In conjunction with the inception of the HUM IV School Safety Plan, the HUM IV Assistant Principal, with the assistance of the Custodial Engineer, School Safety Agents and local emergency officials, identifies sites of potential emergency situations annually. This group works to identify both internal and external hazards that may warrant protective actions, such as maintenance, warnings, removal, evacuation planning, etc.

School Safety Team identified the following potential emergency sites and situations:

Potential Emergency Site	Related Potential Emergency Situation
Supply closets (Internal)	Hazardous material
Garbage/Dumpsters (Internal)	Hazardous material
Science Labs (Internal)	Hazardous material/fire

Note: 4 HUM IV school staff members have been trained in CPR and the use of the Automated External Defibrillator (AED). They are:

1. Rob Maitra
2. Nicholas Moorman
3. Carl Baurle
4. Jamahl Carter
5. Shamaine Francis -
6. Vronski Mesidor
7. Akai Ramsey
8. Sashay Turner

AED devices are located at the following locations throughout the building:

Building	Location	Status
Q410 - Channel View School for Research	3rd Floor	Verified Active
Q410 – Rockaway Collegiate High School	2nd Floor	Verified Active

Additional

Every HUM IV staff member is fingerprinted following their hiring. In addition, every staff member must authorize and participate in a formal background check.

HUM IV reviews the detail of the HUM School Safety Plans with all faculty and staff prior to school opening each year, ensuring all members of the community are clear on their roles and responsibilities as well as the logistics of the plan.

Plans are produced to ensure safe egress from the building Evacuation aligned with Beach Channel Campus-wide procedures outlined in the Beach Channel School Safety Plan, ATTACHMENT A.

Specific plans for the following (multi-hazard) situations will be developed as well:

- Fires (aligned with Beach Channel Campus-wide School Safety Plan)
- Intruders in Building (aligned with Beach Channel Campus-wide School Safety Plan)
- Bomb scares(aligned with Beach Channel Campus-wide School Safety Plan)
- Hazmat situations (hazardous materials) (aligned with Beach Channel Campus-wide School Safety Plan)
- Building Collapse/Explosion (aligned with Beach Channel Campus-wide School Safety Plan)
- Shootings (aligned with Beach Channel Campus-wide School Safety Plan)
- Hostage Situations (aligned with Beach Channel Campus-wide School Safety Plan)

Annually, the School with law enforcement officials review and maintain the HUM IV Safety Plan. During the annual meeting with local law enforcement officials, the Assistant Principal will distribute floor plans and evacuation maps. The maps reflect any changes to the interior and exterior of the school building (*e.g.,* change of room numbers, new fire doors, etc.) and surface changes to the surrounding properties and roadways.

HUM IV reviews the AED Site Response Plan with all employees as part of the annual review of the HUM IV School Safety plan. A complete copy is stored in the Main Office. In addition, New Visions Charter High School for the Humanities IV conducts regular, unannounced drills to practice AED training.

SECTION III: RESPONSE

Notification and Activation (External and Internal Communication)

In the event of an emergency, either the Principal or the Assistant Principal will notify local law enforcement officials via 911, including, but not limited to:

NEW YORK CITY FIRE DEPARTMENT (FDNY) ENGINE COMPANY 265 - Ladder 121 & Battalion 47
303 Beach 49th Street
Far Rockaway, NY 11691
Telephone: (718) 476-6265

NYPD - 101st Precinct
16-12 Mott Avenue
Far Rockaway, NY 11691
Telephone (718) 868-3400

Any adult in the school building could and should call 911 in the event that a person needs immediate medical attention or his/her condition appears life threatening.

A list of local law enforcement officials and contact information will be maintained in the School "Emergency/Safety' Binder in the Main Office. The Assistant Principal will also have a soft copy of this

document on file, and a hard copy in their office.

In the event of disaster or violent act, the Principal or Assistant Principal will ensure that all staff is notified personally if immediate communication is required (by walking from classroom to classroom or using the loudspeaker system, if appropriate), or by conducting an emergency staff meeting at the earliest convenient time if the situation does not require immediate communication. The Assistant Principal will also notify the Board of Trustees by phone as soon as all critical details have been handled at the site.

HUM IV will notify parents of a violent incident or early dismissal through use of the School Messenger system, e-mail and/or letter home. Parent contact information including a school-wide email group and the School Messenger System will be regularly updated with current family/parent/guardian contact information.

Note – HUM IV Families are instructed in the Family/Student Handbook as to where to find updated information and contact numbers for the school in the event of any emergency situation.

SITUATIONAL RESPONSES

SITUATIONAL RESPONSES: Early Dismissal

During an emergency, students may be dismissed from school early to ensure safe departure from the school building and travel to their homes. The Assistant Principal will coordinate the departure of all students, faculty and staff and ensure that all parents are notified. An early dismissal will only be utilized as a response to an emergency if it is confirmed that all students can return home safely.

SITUATIONAL RESPONSES: School Closing

School is closed or delayed in opening only when severe weather or other emergency prevents the safe opening of the school building. Because HUM IV is co-located in a Department of Education building, it will follow the DOE's school closing policy.

Depending on the severity of the emergency situation, HUM IV may be closed for a designated

period of time to ensure the learning environment is safe. Parents and students will be notified of school closings via local media outlets. Specific stations are identified in the HUM IV Family Handbook.

Note: All field trips are cancelled if there is a delayed school opening.

RESPONSE TO ACTS OF VIOLENCE: IMPLIED OR DIRECT THREATS--BRT will be initiated

The Principal and/or the Assistant Principal should be notified immediately of all implied or direct threats. They will investigate, and assess the credibility and level of threat. If the threat is deemed credible, the Assistant Principal contacts local law enforcement officials and monitors the situation closely until the threat passes or local law enforcement officials take control.

The School will follow the additional steps outlined below:

- Any Injured party is taken care of
- The immediate area of the act will be isolated and/or evacuated
  - any students in the hallway should immediately be taken to nearest classroom by school personnel;
  - all teachers should immediately lock their classroom doors and not issue any passes;
- Contact parents and the community
  - The Principal, in consultation with the senior Admin Team, will decide if and when parents need to be informed, and will do the informing.
  - The Principal, in consultation with the Board, will determine if and when the media needs to be informed, and will do the informing.
- If necessary
  - Lockdown procedures will be activated
  - Early dismissal procedures will be initiated
  - Shelter or evacuation procedures will be initiated
- The School Safety Team will convene within 48 hours of an event to conduct a Situation Debrief/Post Mortem. The Debrief process will include soliciting input from other school constituencies as follows: Principal asks for feedback from faculty and students (as appropriate the Business Manager asks for feedback from other school constituencies (staff, security staff, etc.). The results of this Debrief will inform future plan updates.

RESPONSE TO ACTS OF VIOLENCE: INTRUDER IN THE BUILDING--BRT will be initiated

If an intruder is discovered in the building, the campus will be subject to immediate lockdown in accordance with the DOE Regulations

- The BRT will be initiated and the police department will be in communication with the command post members
- The Assistant Principal contacts Director of Operations at the New Visions CMO (212) 645-5110

When the intruder is found and/or the situation is determined to be stable:

- The BRT will announce that the lockdown has been lifted.

Afterwards, the Assistant Principal obtains written statements from all witnesses ONLY if approval has been given by the NYPD Incident Commander.

RESPONSE TO ACTS OF VIOLENCE: BOMB THREATS--BRT will be initiated

If you observe a suspicious package, do not touch it.

All Bomb Threats

- **DO NOT USE RADIO OR CELL PHONES;** such devices MAY cause a bomb to detonate.
- All communications by LAND LINE or IN PERSON ONLY
- The Assistant Principal calls 911 and provides:
  - name and telephone number
  - address of the building
  - description of the situation and any weapons involved
  - location of the intruder, if known
  - entrance for first responders to use
  - **Follow instructions provided by 911 operator**
- CALL CCC/EIC, (718) 868-3400
- The Assistant Principal contacts Director of Operations at the New Visions CMO (212) 645-5110
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officer and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should

be expanded or curtailed.

- Evacuations:
  - If evacuation is necessary follow evacuation procedures as shown in Beach Channel Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.
  - If evacuation is not necessary, assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
  - If building cannot be re-entered, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

Bomb Threat by Phone

- **TRY TO KEEP CALLER ON THE LINE FOR AS LONG AS POSSIBLE**
  - check caller id to see if there is a number and note down
  - listen carefully, be polite and show interest
    - stay attentive to:
      - background sounds
      - other identifying information on caller's location
      - voice characteristics & speech patterns
  - ask the following questions:
    - WHEN is the bomb going to explode?
    - What KIND of bomb is it?
    - WHERE is the bomb right now?
    - WHERE are you calling from?
    - WHAT does the bomb look like?
    - WHY did you place the bomb?
  - write down or record the conversation
  - write down the exact TIME the call was received and the LENGTH of the call
- When caller hangs up:
  - Dial *69 (return call) or *57 (caller ID).
  - Inform Assistant Principal
    - Follow “All Bomb Threats” general procedures outlined above

Bomb Threat by Letter, E-Mail, Voicemail, Fax, Graffiti

- preserve threat evidence; do not delete or erase
- do not handle the item and isolate if possible

- maintain crime scene

RESPONSE TO ACTS OF VIOLENCE: CHEMICAL SPILL OR NATURAL / PROPANE GAS LEAKS--BRT will be initiated

- Any Injured party is taken care of
- The immediate area of the act will be isolated and/or evacuated
  - any students in the hallway should immediately be taken to nearest classroom by school personnel;
  - all teachers should immediately lock their classroom doors and not issue any passes;
- The Assistant Principal calls 911 and provides:
  - name and telephone number
  - address of the building
  - description of the situation and any weapons involved
  - location of the intruder, if known
  - entrance for first responders to use
  - **Follow instructions provided by 911 operator**
- CALL CCC/EIC, (718) 866-3400
- The Assistant Principal contacts Director of Operations at the New Visions CMO (212) 645-5110
- Evacuations:
  - If evacuation is necessary follow evacuation procedures as shown in the Beach Channel Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.
  - If evacuation is not necessary, assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
  - If building cannot be re-entered, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

RESPONSE TO ACTS OF VIOLENCE: BUILDING COLLAPSE/EXPLOSION--BRT will be initiated

- Any Injured party is taken care of
- The immediate area of the act will be isolated and/or evacuated
  - any students in the hallway should immediately be taken to nearest classroom by school personnel;
  - all teachers should immediately lock their classroom doors and not issue any passes;

- The Assistant Principal calls 911 and provides:
  - name and telephone number
  - address of the building
  - description of the situation and any weapons involved
  - location of the intruder, if known
  - entrance for first responders to use
  - **Follow instructions provided by 911 operator**
- CALL CCC/EIC, (718) 868-3400
- The Assistant Principal contacts Director of Operations at the New Visions CMO (212) 645-5110
- Evacuations:
  - If evacuation is necessary follow evacuation procedures as shown in the Beach Channel Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.
  - If evacuation is not necessary, assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
  - If building cannot be re-entered, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

RESPONSE TO ACTS OF VIOLENCE: <u>SHOOTING/ HOSTAGE SITUATION--BRT will be initiated</u>

- BRT will be initiated and the school will be subject to a shelter in or a lockdown depending on where the act of violence has occurred.
- The immediate area of the act will be isolated and/or evacuated
  - any students in the hallway should immediately be taken to nearest classroom by school personnel;
  - all teachers should immediately lock their classroom doors and not issue any passes;
- The Assistant Principal calls 911 and provides:
  - name and telephone number
  - address of the building
  - description of the situation and any weapons involved
  - location of the intruder, if known
  - entrance for first responders to use

- **Follow instructions provided by 911 operator**
- CALL CCC/EIC, (718) 868-3400
- The Assistant Principal contacts Director of Operations at the New Visions CMO (212) 645-5110
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officer and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.
- Evacuations:
    - If evacuation is necessary follow evacuation procedures as shown in the Beach Channel Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.
    - If evacuation is not necessary, assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
    - If building cannot be re-entered, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.
- Ensure that all witnesses prepare and submit written statements outlining what they saw and heard.

IF YOU WITNESS A SHOOTING OR HOSTAGE SITUATION:

- Assess the situation (STOP * LOOK * LISTEN)
    - How many people are involved?

- Is there a weapon?
- Where appropriate, keep the individual in sight but do not place yourself in danger
- Take notice of the clothing, speech, height, accent, behavior and other distinguishing features.
- Remain CALM and observant.
- Discreetly instruct spectators to MOVE AWAY from scene.
- Do NOT attempt to negotiate with the individual.
- DO NOT PLACE YOURSELF IN DANGER
- Keep a LOW PROFILE; DO NOT stand out.

When first responders arrive, inform them of your observations.
Make a written statement to preserve the information.

RESPONSE TO ACTS OF VIOLENCE: KIDNAPPING--BRT will be initiated

Note: Standard Operating Procedure requires that a Staff member always check Emergency Contact Card to ensure that a legal guardian is taking the student from the school building

- Notify security agent and /Assistant Principal and/or appropriate school leader of suspected kidnapping;
- Contact parent/guardian to ensure that student is not, knowingly, with relatives or friends;
- Confirm attendance information for the student reported kidnapped;
- Assistant Principal must call NYPD/SSD Operations Center with any information (718) 730-8888.

RESPONSE TO ACTS OF VIOLENCE: FIRE EMERGENCY--BRT will be initiated

- Any Injured party is taken care of
- The immediate area of the act will be isolated and/or evacuated
  - any students in the hallway should immediately be taken to nearest classroom by school personnel;
  - all teachers should immediately lock their classroom doors and not issue any passes;
- The Assistant Principal calls 911 and provides:
  - name and telephone number
  - address of the building
  - description of the situation and any weapons involved
  - location of the intruder, if known

- entrance for first responders to use
- **Follow instructions provided by 911 operator**

- CALL CCC/EIC, (718) 868-3400
- The Assistant Principal contacts Director of Operations at the New Visions CMO (212) 645-5110
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officer and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.
- Evacuations:

  - If evacuation is necessary follow evacuation procedures as shown in the Beach Channel Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.
  - If evacuation is not necessary, assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
  - If building cannot be re-entered, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.
- Ensure that all witnesses prepare and submit written statements outlining what they saw and heard.

NOTE:

- If you see the fire, PULL FIRE ALARM
- ASSESS safety of egress routes,
  - If primary egress contains smoke, do not use.
  - Feel door with back of hand and if hot, do NOT open.
- Close fire doors and other doors to contain fire.
- Direct people to evacuate away from fire and smoke.

The Custodial Engineer should:

- In oil-fired plants, shut down all oil burner equipment using switches on oil burner control board or remote control switch. Close suction line valves closest to oil tanks. Leave dampers open. Shut down air compressors and bleed lines to thermostats, maintain water level in boilers.

- Pull switches for power to school instructional equipment, blowers, ventilators, etc. Switches for the lights should be left on. Boiler room switches should be left on.

FOLLOW-UP

- Custodial Engineer to update Director/Deputy Director of Facilities.
- CONFIRM that the Assistant Principal has updated the Emergency Information Center.
- When fire is extinguished, recharge all used fire extinguishers immediately.

RESPONSE TO ACTS OF VIOLENCE: SUSPECTED CHILD ABUSE

According to New York State Law, school officials and licensed or certified staff are mandated reporters of suspected child abuse or maltreatment. Reporting is required if the victim is under the age of 18, and the subject of the report is a parent or other person (18 or older) who is legally responsible for the child's care. A mandated reporter, together with a designated member of the School Leadership Team (if such person is available) will report such suspicion to the New York Statewide Central Register of Child Abuse and Maltreatment (SCR). The hotline number for making this report is 1-800-342-3720. Within 48 hours of the oral report, the School will file a written report on Form LDSS-2221A which can be obtained at www.ocfs.state.ny.us.

School staff members will also report any allegation of child abuse in the School setting to the Principal of HUM, or, if the Principal is not available, another member of the School Leadership Team. A written report of the allegation will be provided on a form to be provided by the Principal. Following investigation, the Principal, or designee, will notify the Office of Special Investigations (OSI) of the New York City Department of Education (718) 935-3800 and the Office of the Special Commissioner of Investigation (SCI) for the New York City School System (212) 510-1400.

Allegations of corporal punishment, including verbal abuse of a student, by a staff member will be reported to the Principal and, following investigation, to OSI (718) 935-3800.

Response Protocols

For all situations:

- Parents - The Principal, in consultation with the Assistant Principal, will determine if and when parents need to be informed, and will do the informing. This will be done in consultation with the senior Admin Team.
- Media –The Principal, in consultation with the Assistant Principal, will determine if and when the media needs to be informed, and will do the informing. This will be done in consultation

with the Board.

- The School Safety Team will convene within 48 hours of an event to conduct a Situation Debrief/Post Mortem. The Debrief process will include soliciting input from other school constituencies as follows: Principal asks for feedback from faculty and students (as appropriate), Assistant Principal asks for feedback from other school constituencies (staff, security staff, etc.). The results of this Debrief will inform future plan updates.

Arrangements for Obtaining Emergency Assistance from Local Government

As necessary, the Assistant Principal in consultation with the Principal will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/ Safety Plan Binder. A soft and hard copy of this contact information will be maintained by the Principal and Assistant Principal in their offices. A record will be maintained of all local government emergency assistance requests and responses.

Emergency Notification of Persons in Parental Relation to Students

The Assistant Principal will notify local emergency response teams and law enforcement officials of the emergency. During the evacuation, Assistant Principal will communicate, via cellular telephone and/or two-way radio, with the Assistant Principal and the School Safety Agents.

In addition, the Assistant Principal will provide notice of early dismissals and/or emergency evacuations with local media outlets. New Visions Charter High School for the Humanities IV staff in the event of an actual emergency will contact parents and guardians via telephone. The Assistant Principal will notify a student's parents in the event of a medical emergency or serious injury.

Procedures for Obtaining Advice and Assistance from Local Government Officials

As necessary, the Assistant Principal in consultation with the Principal will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. The Assistant Principal and/or Principal will obtain information about State-declared emergencies by contacting these local government officials and agencies, as well as through media via the Emergency Alert System (EAS), a digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission (FCC). The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters. Contact names and numbers for all relevant local government officials and agencies, and the Red Cross will be maintained in the School Emergency/Safety Plan Binder. A soft and hard copy of this contact information will be maintained by the Principal and Assistant Principal in their offices. A record will be maintained of all local government officials and agencies requests and responses.

District Resources Available in an Emergency

On a daily basis, there are more than 150 adult staff members on campus, including eight (8) NYPD School Safety Agents, the Campus Level School Safety Team and the Campus Level Emergency Response Team, at the disposal of New Visions Charter High School for the Humanities IV in the event of an emergency. There is a local public bus lines, in the event we need to transport students away from campus.

Each classroom has a telephone with a dedicated outside line, as well as internal extensions. The school possesses loudspeakers throughout the building for communication when telephones are not operational. All members of the HUM IV School Safety Team, all School Safety Agents, the Campus Level School Safety Team and the Campus Level Emergency Response Team possess two-way radios for communication during an emergency. The school's main office possesses a fax machine. The school possesses several televisions in select classrooms. Multiple computers are located throughout the building with wireless internet access.

Each floor utilized by HUM IV in the campus building possesses at least one Automated External Defibrillator (AED). The school's main office has emergency first aid supplies. Each bus on campus

possesses an emergency first aid kit.

HUM IV will initially utilize its internal manpower and resources should an emergency situation arise. HUM IV IV will seek the assistance of the Beach Channel Campus Level School Safety Team and the Campus Level Emergency Response Team when appropriate.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The coordination of district resources will be through the School Safety Team with the Principal or Assistant Principal as Incident Commander. In an emergency that requires the activation of the School Safety Team, upon authorization from the Incident Commander, the Team will provide information and instructions to other school leaders and local authorities as appropriate. If an emergency requires the involvement of police or fire personnel, the School Safety Team will turn authority over to local emergency crews to ensure optimal response. If the School Safety Team is not activated, the coordination of resources will be managed through the Assistant Principal in consultation with the Principal.

Where needed, the Assistant Principal will coordinate the use of support staff, including Information Technology staff in cases where computers and related technology are necessary to provide support, and the allocation of custodial and maintenance staff, as well as heavy equipment and non – transportation needs.

Protective Action Options for Situational Responses

Situation	Plan
School Cancellation	• Monitor situation that may warrant school cancellation (Assistant Principal, Principal) • Make cancellation determination • Inform Families/Students • Inform Staff • Inform Board • As necessary, inform other parties (e.g. shared

	school)
Early Dismissal	• Monitor situation that may warrant early dismissal (Assistant Principal,Principal) • Make early dismissal determination • Agree time to send early dismissal signal (intercom) • Contact Transportation providers and make required arrangements • Inform Families/Students • Inform Staff • Retain appropriate school personnel on site until all students have been returned home/picked up

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

SECTION IV: RECOVERY

District Support

New Visions Charter High School for the Humanities IV and all co-located schools will support its staff members and students in dealing with an emergency by providing adequate instruction regarding the identification and prevention of violence, in addition to training in appropriate response protocol. The HUMIV School Safety Team will continue to work collaboratively with the Campus Level School Safety Team and the Campus Level Emergency Response Team during the recovery period after threats or actual violent incidents occur on our campus, providing support and resources as needed.

The HUM IV Principal/Assistant Principal and the School Safety Team will review the emergency response procedures for needed modifications and alterations based upon feedback from debriefing sessions.

Disaster Mental Health Services

Disaster Mental Health Resources will be coordinated directly by New Visions Charter High School for the Humanities IV (acting as District) in support of Post-Incident Response Teams.

After the recovery stage of any incident, the New Visions Charter High School for the Humanities IV Safety Team will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan

will be made as appropriate

APPENDIX B
Chain of Command for Beach Channel Campus Schools

The Chain of Command is a listing of school personnel who, in sequence, are in charge of the school in the absence of the Principal/Site Administrator. Each designated staff member should be knowledgeable about the Safety Plan and be able to assume a leadership role when necessary. Chain of Command should include Building Response Team (BRT) Leader, Assistant Principals, Deans, Teachers, and/or other staff members, as appropriate.