Bronx Charter School for the Arts

Elementary
950 Longfellow Ave
Bronx, NY 10474

Middle School
1440 Story Ave
Bronx, NY 10473

District Wide Safety Plan

Updated October 2023

Modified October 7, 2023

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Section I: General Considerations and Planning Guidelines

A. Introduction

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. Schools are required to develop a school-wide safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the school with local and county resources in the event of such incidents or emergencies. This school-wide plan has been developed to be responsive to the needs of the school and consistent with the more detailed emergency response plan required at the school building level.

Schools stand at risk from a wide variety of acts of violence, as well as natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses risk reduction/ prevention, response, and recovery with respect to a variety of emergencies in the school.

Bronx Charter School for the Arts supports the SAVE legislation and has committed to full and active participation in the planning process. Bronx Arts encourages and advocates the on-going school-wide cooperation and support of Project SAVE.

A. Purpose

Bronx Charter School for the Arts School-Wide Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Trustees, the Principal appointed a School-Wide Safety Team and charged it with the development and maintenance of the School-Wide School Plan.

B. Identification of School Safety Team

Bronx Arts has appointed a school-wide safety team consisting of, but not limited to, representatives of the schools board, students, teachers, administrators, parent organizations; school safety personnel; and other school personnel. The members of the team and their positions are listed in Table 1.

School Safety Team - In accordance with Section 155.17(c)(13), Bronx Charter School for the Arts has created a School-Wide Safety Team consisting of representatives of the teachers, administrators, parents, and school safety personnel. As the school currently serves K-5 children, a student representative was not included. The proposed members of the team, and their positions or affiliations are shown in Table 1.

Table 1. **School-Wide Safety Team**

BRONX ARTS TITLE	ELEMENTARY CONTACT	MIDDLE SCHOOL CONTACT
Principal	**Krisann Vega** **718 893-1042 EXT: 123**	**Ryan McCabe** **(914) 299-8192**
Director of School Culture	**Steven Roberts** **718 893-1042 EXT: 112**	**Lisselot Monegro** **(718) 617-5660**
Operations Associate	**Lydia Bremer** **718 893-1042 EXT: 159**	**Franchesca Reyes** **(718) 617-5660 ext. 1271**
Director of Curriculum & Instruction	**Tiffany West** **718 893-1042 EXT: 167**	**Katie Cotten** **(718) 617-5660 ext. 1272**
K-5 Teacher **6-8 Teacher**	**K02 718 893-1042 EXT: 111** **202 718 893-1042 EXT: 109**	**(718) 617-5660 ext. 1231** **(718) 617-5660 ext. 1161**
Social Worker	**718 893-1042 EXT: 118**	**Joely Candaedo-Witherspoon** **(718) 617-5660 ext. 1134**
Guidance Counselor	**Michelle Orellana** **718 893-1042 EXT: 107**	**Kathryn Wechsler** **(718) 617-5660 ext. 1346**
Nurse	**718 893-1042 EXT: 150**	**(718) 617-5660 ext. 2012**
Facilities Manager	**Daniel Diaz** **718 893-1042 EXT: 101**	**NONE**
Family Liaison	**Milagros Ocasio** **718 893-1042 EXT: 161**	**Milagros Ocasio** **718 893-1042 EXT: 161**
School Security	**718 893-1042 EXT: 120**	**(718) 617-5660 ext. 1000**

C. Concept of Operations

The School-Wide Safety Plan is directly linked to the building level Emergency Response Plan. Protocols reflected in the School-Wide Safety Plan will guide the development and implementation of the School Emergency Response Plan.

The methodology used to develop the school-wide safety plan, involved the formation of the school safety plan development team. Team members used the sample plan in the "Guidance Document for School Safety Plans" for the plan's structure then developed the key elements of the plan based upon the involvement of the community and student behavioral and community crime-incidence data.

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the Principal, who will activate the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Principal or her/his designee will notify, when appropriate, local emergency officials. City, County and State resource providers may be called to provide additional services.

Access to Floor Plans

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

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this plan will be made available for public comment at least 30 days prior to its adoption. We will include representatives of all key School constituents and interested parties in the development and review of this plan. The Plan will be formally adopted by the Board of Directors. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted, and the Plan approved.

In accordance with the August 2011 Amendment to Section 155.7, certain sections of our Safety Plan with response action detail and private contact information will remain confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. Full copies of the

Building-Level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.

This Plan will be reviewed periodically during the year and will be maintained by the School Safety Team. For the year, the Safety Plan will be revised during October and reviewed by the Bronx Charter School for the Arts Board of Directors prior to its re-adoption.

It was in effect until the full Safety Team was in place and able to review the plan. The plan is complete. The plan was reviewed and approved by the Bronx Charter School for the Arts Board of Directors on Oct 9, 2018 and submitted to the NYSED on Nov 13, 2018. This school year, the Bronx Charter School for the Arts Board of Directors will review the District Safety plan on October 10, 2023 for approval. After 2023, the required annual review will be completed on or before August 1 of each year after its adoption by the Bronx Charter School for the Arts Board of Directors.

Section 2: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention and Strategies/ Program Initiatives

The School Safety Plan includes strategies for improving communication among students, and between students and staff, and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mentoring, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing reporting mechanisms for school violence in accordance with Section 155.17(e) (l)(xvii).

Program Initiatives
Bronx Charter School for the Arts creates a positive, safe learning environment for students by implementing a community service program and by creating school schedules that minimize potential for conflicts or altercations.

A school wide culture that supports positive learning opportunities for all children is critical. This entails assessing special needs among students who behave inappropriately, referring them to appropriate services and interventions as needed, supporting the development of skills for future employment and developing working relationships with parents, families and communities. Specific program initiatives include Responsive Classroom, community meeting and Anti-Bullying campaigns.

Young people have a variety of emotional needs, which they bring to school. Some of these needs may be met in school through encounters with peers and school staff, while others require proper assessment and referral to community services. If these needs are handled effectively, students are less likely to engage in negative behavior.

A. Trainings, Drills and Exercises

Overview

- The Safety Team will conduct 'table top' exercises – playing through the execution of each of our multi-hazard plans.
- The faculty will review all emergency response plans with students within the first 2 weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- The school will conduct mandated safety drills that test components of the school Safety Plan. These drills will be conducted in coordination with local emergency response and preparedness officials, as follows.
- The School will schedule the dates and times of drills with local officials; Just before a drill, the school will contact local officials to announce the drill is about to start.
- Bronx Charter School for the Arts will hold the required number of evacuation, soft lockdown and bus drills.

B. Building Personnel Training

In preparation for planning and executing drills, the Interim Safety Team will review information/guidance on the NYSED and New York State Center for School Safety websites as well as Safety Plans from other schools.

When hiring school safety/security personnel, the School will ensure all personnel have the appropriate background (experience and training) to fulfill their role, including training in how to de-escalate potentially violent situations.

The School will review the details of its Safety Plan with all faculty and staff prior to school opening (including all plan logistics, roles and responsibilities, and back up plans), ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.

- Every staff member will receive annual training as required by the Safe Schools Against Violence in Education Act.
- At least one Safety Team member will attend school safety training offered by the NYC DOE and share learning with the entire School Safety Team.
- At least two members of the BCSA Safety Team will take CPR and AED training.
- Each BCSA staff member will take Violence Intervention training.

Multi-Hazard Training

In accordance with Section 1.55.17(e)(1) (xiv), Bronx Charter School for the Arts will provide multi-hazard school training for instructional and non-instructional staff members and students through a combination of full-scale drills, tabletop exercises and staff development programs. Such training will include review of the building crisis packet, available in each room at the beginning of the school year and/or at the time of hire by all instructional and non-instructional staff, including substitute staff. In addition, violence prevention and crisis intervention training will be provided to the instructional and non-instructional staff as part of the school's professional development plan program. Additional training may be required via workshops that provide instruction in relevant disciplines, such as proper restraint techniques and the de-escalation of violent incidents.

In accordance with Section 1.55.17(e)(1) (xiv), Bronx Charter School for the Arts will provide multi-hazard school training for students. First level of instruction and training for students will come from the instructional staff in the classroom, in accordance with the multi-hazard training provided to all staff. Increase of student awareness and preparedness will occur throughout the year via implementation of mandated drill; including, evacuation, soft lockdowns, and bus safety.

AED and CPR Training

New York State (NYS) Law Requires AED equipment be provided and maintained on-site in each instructional school facility in quantities adequate to ensure ready and appropriate access for use during emergencies. Ideally, AEDs should be located so that the response interval (time from collapse to arrival of the AED) is no more than 3 minutes and the call-to-shock interval (the time it takes responders to be notified, access to the device, reach the victim, apply the electrodes and deliver the first shock) is no more than 5 minutes. Signage clearly indicating the location of the AED is required. Location of the AED Machine is made known to all members of the CPR trained emergency response team.

Review and Conduct of Drills and Exercises

In accordance with Section 155.17(e)(I)(xv), the school shall hold and evaluate fire drills (8), lockdown drills (4), and other drills as deemed necessary to ensure that all students, faculty members, and other staff are familiar with each drill so that it can be activated and accomplished quickly and efficiently. These drills will be held at regular, as well as, inopportune times, and will utilize a variety of blocked exits, as appropriate, to prepare for a diverse amount of plausible situations. Each member of the faculty shall take his/her attendance register or class record when a drill is conducted. Immediately upon arrival at a prescribed point, the faculty member shall check to see that all students are present. A report of absentees shall be made immediately available to the Principal or her/his designee.

The evaluation of all drills will be conducted after each and every drill. Evaluation records will be kept for each drill, including the time for the evacuation of the facility, in order to ascertain whether or not the drill is running in a timely manner and according to plan. Administrative staff and other observers will be placed to evaluate student and staff participation in order to make recommendations for the improvement of these drills.

C. Implementation of School Security
Overview

School Security policies, procedures and measures at Bronx Charter School for the Arts are as follows:

- At the start and end of the school day there will be one Safety Team member at the front door.
- Hall monitors: Faculty and Administration will monitor hallways before and after school, and during class change times.
- Identification will be required upon entering the school building. As appropriate, visitors will be escorted to classrooms.
- There will be a security audit conducted within the first two months of the school year.
- The safety team will be provided with walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.
- A visitor control procedure is to be followed for all non-staff members entering the building.
- All exterior doors not routinely used for student or staff entrance will be secured so as to limit building access to the main entrance of the facility.
- Procedures for maintaining the security of the facility, as well as procedures for radio use, will be regularly tested by the Principal or her/his designee.

Visitor Control Procedures

All visitors to the Bronx Charter School for the Arts will be required to sign in at the·security desk. Anyone who is not a regular staff member or a student of the school will be considered a visitor. This includes parents/relatives, contractors, vendors, delivery people, and others having business with school officials. Upon leaving, the visitor will sign out at the security station.

Visitors, even though they have signed in, are not allowed to wander through the facilities. A staff member who observes a visitor who appears lost or who is otherwise walking through the building with no apparent purpose will address the visitor by asking, "Can I help you?" The staff member will then provide assistance in the form of directions or direct the visitor to the security desk. If a staff member observes suspicious, threatening and/or otherwise

inappropriate behavior, such behavior should be reported immediately to the security desk for a response from the Principal or her/his designee. Student visitors from other schools, unless they have a specific reason and prior approval of the Principal or her/his designee, are not permitted to enter school buildings. Anyone who violates any provisions of the Bronx Charter School for the Arts Code of Conduct is subject to appropriate penalties, up to and including reprimand, ejection, arrest and/or criminal prosecution.

D. Vital Educational Agency Information

Maintenance of Vital Information

In accordance with Section 155.17(e)(l)(xx), Bronx Charter School for the Arts collects and maintains vital educational information, including student enrollment, the number of staff, and teaching stations. The Operations Manager and Operations Associate assess transportation needs. The Administrative Assistant and Operations Assistant maintain and update listings of home and work telephone numbers for key personnel throughout the school. Data on student populations, number of staff, transportation needs and the business and home telephone numbers of key school officials are made available and will be updated at least annually and more frequently as needed.

An updated Staff contact list (with cell phone numbers) will be maintained by the Director of Operations and placed within google drive and the school "Emergency/Safety" folder located in the operations "go-bag." This folder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). In addition there will be a "Student Emergency Contact Folder" with Emergency Contact sheets for each student.

E: Early Detection of Potentially Violent Behaviors

The early detection of potentially violent students will be facilitated through professional development offerings provided for the Bronx Charter School for the Arts staff.

Before the end of the first week of each academic year, teachers will familiarize themselves with all available information and records about the regular education and/or special education program placement of every student in their class. Instructional and non-instructional staff who are concerned about the behavior of a student will communicate with the Principal if the situation warrants. The Principal will then communicate appropriate information to other staff members on a need-to-know basis. The staff member will proceed to work with that student on the basis of these consultations and information.

Dissemination of Early Detection Information
In accordance with Section 155.17(e)(l)(xiii), all teachers and non-instructional staff members are provided with School Violence Prevention training at the beginning of each school year. Additionally, all teachers, administrators, parents and instructional staff will be provided with information for the detection of potentially violent behaviors, including, but not limited to , the identification of family, community and environmental factors. Updated training in this area will be provided annually hereafter. In addition, staff aides who supervise students in non-academic areas, such as on playgrounds and in cafeterias are provided with conflict intervention training. Conflict intervention training for staff aides will be updated annually.

F: Hazard Identification

In accordance with Section 155.17(e)(l)(i), the Bronx Charter School for the Arts building has been evaluated for the location of potential hazards, both on and off school grounds. This hazard identification shall be updated at least once a year.

No Sites of Potential Emergency in the areas surrounding Bronx Charter School for the Arts building have been identified. The Emergency Response Plan includes the identification of hazardous roadways and intersections in proximity to the school building. There are no storage facilities for hazardous chemicals adjacent to School facilities that have been identified by the New York State Department of Environmental Conservation.

A log of all medical treatment provided to students or staff will be kept by the School Nurse. An incident report will be filed by Operations Manager or Director of Operations immediately after each emergency incident so that response protocols can be reviewed, assessed and modified as needed.

Multi-hazard response
In accordance with Section 155.17(e)(l)(xiv) and (xv), the Bronx Charter School for the Arts School-Wide Safety Plan includes the school's multi-hazard response plans, which are divided into five categories: Responses to (1) Civil Disturbances, (2) Environmental Problems, (3) Fire and Explosion, (4) Systems Failures, and (5) Medical Emergencies.

Emergency Response Plan development was guided by four principles: (a) holding action designed to contain the situation, (b) keeping children and staff isolated from the situation, (c) communication with the proper authorities; and finally, (4) restoring normal activities.

Section 3: Responses

A: Notification and Activation (Internal and External Communications)

Contacting law enforcement officials

In accordance with Section 155.17(e)(l)(vi), in the event of an emergency, such as a fire, choking, a heart attack, a display of weapons, a shooting or stabbing, or a traffic accident, anyone with access to an outside telephone line first will contact emergency services by dialing 911 before notifying the Principal. In the event of a pending emergency, the Principal will be notified first. The Principal or her/his designee then will contact emergency services, if appropriate, by dialing 911. She/He will then notify local law enforcement officials as the situation warrants. Local law enforcement agencies include the New York City Police at the 41st Precinct (718)542-4771. In the event that an emergency requires the implementation of a soft lock down or shelter in, the intercom system will be utilized to inform the school of such, as well as when the situation has been cleared and the code is lifted.

The Emergency Response Team also will be notified at the beginning of the incident. The Principal can refer to the Emergency Response Plan for the proper sequence for notification. After the initial response to the emergency, the sequence for official notification for the majority of incidents will be as follows:

1. Principal of the School
2. Safety Team
3. School Based Leadership Team
4. Teachers/Students
5. Parent(s)

The Principal, before leaving the building for any reason, will designate an individual administrator or other staff member to act in her/his place should an emergency occur. Building office staff will be informed of the name of the designee before she/he leaves the building.

The School Emergency Response Plan has been prepared in cooperation with the local authorities, local police agencies, and/or the New York State Police.

Information of severe weather such as, but not limited to, tornadoes, storms, and blizzards, as well as national emergencies and other emergencies which can be foretold, will be received in the Principal's office. The use of a NOAA Weather Radio will be used. A radio with battery backup will also be tuned to the Emergency Broadcast System.

Contacting All Educational Agencies Within the Charter School
Section 157.17(e)(l)(xix). The Principal and/or the designated staff member at Bronx Charter School for the Arts will contact the Executive Director and all other entities within the Bronx Charter School for the Arts network.

Contacting Parents
In accordance with Section 155.17(e)(l)(xi), it is the duty of the Principal and/ or his designee to notify faculty, students, staff, parents, guardians, or persons in parental relation to students when it is necessary to respond to either internal or external situations. Notification of incidents will be made to the Principal's office, using the telephone and/or fax machine. The Principal and/or his designee will use Parent Square post, and group robocall, to notify parents when an incident is stable and under control. For small group notification, a telephone will also be used. The NYC 41st Police Precinct (718)542-0888, will also be notified, via telephone.

Regardless of the nature of the incident, all inquiries from the media should be referred to the Executive Director. Staff training in the Charter School-Wide Safety Plan will emphasize this aspect of the communications protocol. Such inquiries will be addressed by the Executive Director.

In the event of a critical incident, the Principal and/or her/his designee will complete an incident report form in anticipation of contact by members of the media. The incident report will outline the date, time, location, and type of incident, and what agencies have been contacted. As time permits, a press release based upon the information contained within the incident report form will be developed and disseminated via email or in person to members of the media. A list of area media contacts will be developed by the Executive Director for this purpose.

Depending upon the nature of the critical incident, the charter school's attorneys will be contacted for on-site consultation, as appropriate. As already outlined in this plan, emergency service providers and local officials will already have been contacted as required.

When representatives of the media arrive at the site of the critical incident, the Executive Director will designate a location and format for meeting with them to answer appropriate questions. The location will be determined by the Executive Director and will be dictated by the nature and location of the critical incident. Depending upon the nature of the incident, the media briefing area could be in the Principal's office, in the school building, outside one of the school buildings, at a designated off-site command post, or adjacent to the incident site.

If it becomes necessary to close school before the regular closing time, such information will be announced and communicated to parents by administrators via a robocall.

Parents, guardians and persons in parental relation complete emergency contact cards at the beginning of each year. One of the names listed on the emergency contact sheet will be notified of the early dismissal by the Operations Associate or Administrative Assistant via telephone. Management of the emergency early dismissal process is the responsibility of the Principal and/or his designee. The Principal will remain at the school until all students are dismissed.

Elementary Assignments

Station / Responsibility	**Staff Member**	**Back -Up Staff Member**
Stop Sign Emergency/ Street Crossing Safety	Operations Associate and School Security Officer	Administrative Assistant
Staff Lounge & Bathroom/Office/Conf A & B/Art	School Social Worker	School Aide
1st and 2nd grade classrooms/ Student Bathrooms	Operations Manager	Supervisor to the Staff Aides
Kinder Alcove (K, offices)	Principal	Director of Curriculum (K-2)
5th, 3rd and 4th grade classrooms, music room, library	Director of Curriculum (ELA)	Director of Curriculum (SPED)
Alarm Station/ Dance/Theater	Facilities Manager	School Social Worker
Back basement offices	Kitchen Aide	Kitchen Aide
Cafeteria	Kitchen Aide	Kitchen Aide

Middle School Assignments

Station / Responsibility	Staff Member	Back -Up Staff Member
Floor Wardens 1st Floor	Director of School Culture	Dean of Students
Floor Wardens 2nd Floor	Assistant Principal	School Aide
Emergency Officer	Operations Associate	Operations Associate
Alarm Station	Building Fireman	Custodial Engineer
Command Post	Principal Middle School	Principal High School

B: Situational Responses

1. **Responses to Civil Disturbances:** An emergency caused by an action, which requires an appropriate response by school officials. The guiding principles for emergency planning are: holding action to contain the situation; keeping children away from the situation; communicating with the proper authorities; and finally, restoring normal activities. **If it becomes necessary to respond to civil disturbances, the Principal may rely on one of the following responses: shelter in, lock down, evacuation, go home.**
2. **Responses to Environmental Problems:** Stay away from classrooms with glass windows and front doors. An emergency caused by a naturally occurring or man-made environmental problem requires an appropriate response by school officials. The guiding principles for response are protection of life first, then the preservation of property, including restoration to normal activities. The fire department, local police, State Emergency Management Office, Federal Emergency Management Office and/or environmental specialists will communicate, evaluate, and make the necessary arrangements with the Principal or his/her designee, the Operations Manager and the Facilities Manager, for control, clean up, remediation, and disposal of any materials, if needed. **If it becomes necessary to respond to an environmental problem, the Principal may rely on one of the following: sheltering, lock down, evacuation or go home protocols.**
3. **Responses to Fire and Explosion:** A fire or explosion in a building, or even a false alarm, will interrupt and disrupt school building activities. The effects may be minor, as in the case of a false alarm, but could be significant, as in the case of a fire or explosion.The guiding principles for emergency planning are protection of life first, then preservation of property, including restoration of normal activities. **If it becomes necessary to respond to fire and/or explosion, the Principal may rely on one of the following responses: evacuation.**

4. **Responses to Systems Failure:** The failure of a building's structural or mechanical system will interrupt and disrupt normal building activities. A failure or malfunction may be minor, temporary in nature, and readily or easily corrected, or may be major, create emergency conditions, and involve extensive or extended corrective work. The guiding principles for emergency planning are the protection of life first, then the preservation of property, including restoration to normal activities. **If it becomes necessary to respond to a system failure, the Principal may rely on one of the following responses: shelter, lock down, evacuation, go home.**

5. **Responses to Medical Emergency (Code Blue):** A medical emergency is the result of a minor or major illness or injury to an individual(s) and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. The guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond the treatment that will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of a parent or legal guardian. Effective medical emergency programs should be based on medically and educationally sound procedures. Some of the components of such a program are:

5.1. Signed instructions for emergencies from parents, and /or legal guardians should be available, including name and date of birth of the child; name, address and telephone number where one or both parents may be reached at home and at work; name, address, and telephone number of another person who has agreed to care for the child if the parent or guardian cannot be reached; name, address, and telephone number of the family physician, a list of medical problems, allergies, and daily medication needs, and any special condition which should require special handling. This information is requested of parents on the student emergency card.

5.2. The Principal will ensure that all school personnel and students are informed of the location of the school nurse. The telephone numbers of specific emergency services and individuals will be posted conspicuously near each telephone. These may include school physician, fire department, police, hospital, ambulance, poison control center, etc.

5.3. A list will be maintained by the Principal of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, allergy to bee stings, etc.

5.4. Written instructions in first aid procedures will be available to all school personnel. Each teacher should have a copy in his or her room for reference. Copies will be posted in the health office, food services area, maintenance department and administrative office.

5.5. **If it becomes necessary to respond to a medical emergency, the Principal may rely on one of the following responses: shelter In.**

C: Responses to Implied or Direct Threats

In accordance with Section 155.17(e)(l)(iii), the Bronx Charter School for the Arts Safety Plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Bronx Charter School for the Arts expects a high standard of behavior from its students, faculty and staff as well as visitors to the school facility and grounds. The school will enforce the Bronx Charter School for the Arts Code of Conduct, which governs the behavior of all persons, whether or not their presence is authorized, upon any premises or property under the control of the school and used in its teaching, administration, and cultural, recreational, athletic and/or other programs and activities. A copy of the Code of Conduct is available at the security desk as well as the school office. Any emergency caused by an action of an individual or individuals requires an appropriate response by school officials. Protocols can be found in the School Emergency Response Plan, and the Quick Reference Guide. The communications outline will also include the notification of the Principal, and local fire, police and emergency services, as appropriate.

In the event of an implied or direct threat of violence, the following protocol will be implemented:

1. The threat will be reported to the Principal or his designee, either directly or through a member of the school staff. ·
2. The Principal or his designee will immediately investigate the report of an implied or direct threat. Such investigation will involve interviewing witnesses to the threat, including students and/or staff, as appropriate to the nature of the threat.
3. The Principal will use the information collected during the initial investigation to make a determination as to the threat's degree of severity. Input school-based mental health professionals, as well as the prior behavior of the individual implying or issuing the threat, will be considered in making this determination.
4. If the threat's degree of severity is determined to be minor, the individual implying or issuing the threat will be provided with a warning. If the individual is a student, his/her parent or guardian will be contacted by the Principal or his/her designee and will document the incident in a letter to the parent or guardian.
5. If the threat 's degree of severity is determined to be major, the local law enforcement agency will be notified and asked for their assistance in completing the investigation and addressing the implied or direct threat. The student will be suspended from school for a period of time consistent with the school's Code of Conduct. Parent contact and written documentation will be implemented as for a minor threat.

D: Response to Acts of Violence

In accordance with Section 155.17(e)(l)(iv), the Bronx Charter School for the Arts has developed the following protocol in the event of an act of violence. It will be implemented through a four step sequence:

Step 1 - The act of violence will be reported immediately to the Principal or his designee.

Step 2 - The Principal or his designee will respond immediately to the act of violence, depending upon the nature of the violent act, in a manner that attempts to ensure the safety of all students and adults in the building. Based upon the available information, this may include reporting to the location of the violent act and addressing the violent act, implementing efforts to isolate the individual if possible, as appropriate. It may also involve initiating the procedures for a building lockdown or "shelter in" procedure and contacting area police agencies to request their assistance.

Step 3 - Once the area has been secured either by school or police personnel, depending upon the violent incident, the police personnel and/or the 'Principal or his designee will immediately investigate the act of violence. For the Principal or his designee, such investigation will · involve interviewing witnesses to the act of violence, including students and/or staff, as appropriate to the nature of the violent incident.

Step 4 - If the individuals involved are students, their parents or guardians will be contacted by the Principal or his designee and will document the incident in a letter to the parent or guardian. The students will be suspended from school for a period of time consistent with the school's Code of Conduct. In consultation with area police agencies, legal action against the individuals committing the act of violence may be pursued, depending upon the nature of the incident.

E: Response Protocols

In accordance with Section 155.17(e)(l)(xvi), Bronx Charter School for the Arts has established protocols for responses to emergencies. General procedures could include:

1. Determination of the level of threat.
2. Monitoring of the situation
3. Adjustment of response with the initiation of early dismissal, sheltering or evacuation-as necessary.
4. Contacting personnel at the NYPD - 41st Precinct.

In the event of an emergency telephone call such as: Bomb Threat, Fire, emergency Hostage Situation, Intruder, Kidnapping or other emergency received at the school, the individual

providing the coverage at the desk or receiving the telephone call is to immediately contact the administrator in charge. Calls to the remainder of the chain of command should then commence:

1. Principal
2. Director of Operations
3. Dean of Academics (either)

F: Arrangements for Obtaining Emergency Assistance from Local Government

In accordance with Section 155.17(e)(l)(vii), it has been determined that for ALL EMERGENCIES, dial 911. This includes police, fire and ambulance. The Principal, or his designee will be the individual responsible for initiating contact.

Advice and assistance

In accordance with Section 155(e) (1) (viii), the Principal will begin by contacting personnel at the NYC 41st Police Precinct, (718) 542-4771. The Principal will also contact other available resource persons as needed by reached by Emergency Numbers, which are:

Chemtrec	800 262-8200
National Response Center -Oil & Toxic Chemical Spill	800 424-8802
National Pesticide Service Center	800 858-7378
American Red Cross	800 564-0277
Poison Control Center	800 336-6997
Domestic Violence I Child Abuse Hotline	800 942-6906
Suicide Hotline (adolescent)	800 621-4000
Teen Hotline I Help Line	800 767-6336
Department of Environmental Conservation	800 457-7362
Gas Odors	800 942-8274

G:Procedures for Obtaining Advice and Assistance from Local Government Officials

The New York City Bronx Community Board lists all currently elected officials with associated contact information. This list is available online by visiting https://www1.nyc.gov/site/bronxcb1/about/elected-officials.page.

H: District Resources Available for Use in an Emergency

In accordance with Section 155.17(e)(l)(x) Bronx Charter School for the Arts has prepared a listing of all resources available to the school. This list is located in the Emergency Response Plan. This includes the emergency equipment available such as batteries, food supplies, water, fire extinguishers, etc.

For emergencies requiring transportation, the school will call 911 and request assistance.

The school building has:

- ❏ a cafeteria
- ❏ dance room that could be used for sheltering purposes.
- ❏ There is telephone communication throughout the building.
- ❏ The school office has hand-held radio communication.
- ❏ Food would have to be brought in from external sources if held inside the school for a prolonged period of time.

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

Notification to the DOO and the Director of Facilities will allow all resources, manpower, facilities and vehicles to be allocated and used in the event of an emergency.

J: Protective Action Options

Response protocols and actions to an emergency where appropriate; school cancellation, early dismissal, evacuation, and sheltering are as follows:

- School Cancellation: The Principal will monitor situations that may warrant school cancellation, make the cancellation determination and inform the staff, board, families and students if a decision to cancel is made.

- Early Dismissal: The Principal will monitor situations that may warrant an early dismissal, make the early dismissal determination and inform the staff, families and students, via intercom, email or robocall if a decision to dismiss early is made. Afterwards, the Principal will retain appropriate school personnel on site until all students have been returned home or picked up by their authorized pick up person.

- Evacuation: The Principal will monitor situations that may warrant an evacuation before, during, and after school hours, determine the level of threat, make the evacuation determination and evacuate the staff and students to the prearranged evacuation site. inform the staff and students via intercom, email or robocall if a decision to dismiss early is made. Afterwards, the Principal will retain appropriate school personnel on site until all students have been returned home or picked up by their authorized pick up person.
- Sheltering:
    - Movement to Sheltering Site
    - Determine level of threat
    - Confirm sheltering location, depending on nature of incident
    - Evacuate staff and students to pre-arranged evacuation site

- Account for all students and staff. Report any missing persons to Principal
- Make determination regarding early dismissal, if dismissed early, contact families for pickup
- Ensure continuous adult supervision/security
- Retain appropriate school personnel on site until all students have been returned home/picked up
- All of the above will be done in cooperation with local emergency responders.

- For all Situations:
  - Parents - The Principal will determine if and when parents need to be informed, and will do the informing
  - Media –The Principal will determine if and when the media needs to be informed, and will do the informing. This will be done in consultation with the 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) In addition, he/she asks for feedback from other school constituencies (staff, security staff, etc.). The results of this Debrief will inform future plan updates.

Section 4: Recovery

Bronx Charter School for the Arts Recovery (Post Incident Responses) will include, but not be limited to:

<u>Short term:</u>

- Mental health counseling for staff and students
- Building security
- Facility Restoration
- Post Incident Critique

<u>Long Term:</u>

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

Note that the Bronx Charter School for the Arts Safety Team has coordinated with state-wide plans for disaster mental health services to ensure that the School has access to federal, state and local mental health resources in the event of a violent incident.

After the recovery stage of any incident, the Bronx Charter School for the Arts 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.

Notes on Responding to the Media

- **ALL STAFF must refer ALL MEDIA to the school's official spokesperson.**
- Principal serves as official spokesperson unless another individual is designated. Alternate spokespersons include the Director of Operations.
- School district assumes responsibility for issuing public statements during an emergency.

During an emergency, adhere to the following procedures as related to media statements:

- Principal or designee relays all factual information to the ERT on a timely basis.
- Establish a media information center away from the school.
- Regularly provide updates to the media. Only provide known facts. Do not guess, exaggerate, offer personal opinions, or promote rumors or sensationalism.
- Never say, "No comment."
- Do not argue with the media.
- Maintain a log of all telephone inquiries and conversations. Where possible, use a scripted response to inquiries, e.g., press release.

Public Information:

- Develop a variety of pre-scripted media releases **before an incident occurs**.
    - Adapt statements during a crisis to meet existing needs.
- Emphasize the safety of students and staff.
- **Briefly** describe the school's plan for responding to emergencies. Less is more.
- Make certain all information released is factual.
- Respect the privacy of affected persons and their families.
- Do not release names to the media.

Middle School Safety Plan can be found at the school building. See Principal McCabe if you have any questions.