2018-2019 PROJECT SAVE PLAN
(Safe Schools against Violence in Education)

District-Wide and Building Level School Safety Plan

New Visions AIM Charter High School II
1010 Rev. James A. Polite Ave.
Bronx, NY 10459
T: (718) 861-7515
F: (718) 861-7518
wmartin14@charter.newvisions.org

Tameka Jackson, Principal
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INTRODUCTION

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade 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 prevention, response and recovery with respect to a variety of emergencies in schools.

Charter schools are considered districts in and of themselves. Therefore, even as just one school with just one building, we are required to have both District and Building Level Project SAVE School Safety Plans. This document is New Visions AIM Charter High School II’s combined District-wide and Building-Level Project SAVE School Safety Plans – with the confidential details of the Building Level Plan included as a separate Appendix.

The New Visions AIM Charter High School II (AIM II) supports the SAVE Legislation, and intends to engage in a robust planning process as soon as it is practicable. This planning process will include meetings with parents, (schools with whom we share our building), local police, security, School faculty and staff, and students to request participation in creating the plan, and feedback in reviewing the final plan. All constituencies will have full access for input.

The AIM II School Safety Plan was developed by the AIM II School Safety Team ('Safety Team') - which includes student, family, staff, local police and school safety personnel.

As we share space with a DOE school, our final District-wide and Building-Level Safety Plans will be created in coordination with our shared space School Safety Teams.

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

- To create an atmosphere and 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 an effective response plan for all predictable safety concern situations
- 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.

Plans will be produced for the following (multi-hazard) situations: Fire, Intruder Alert, Bomb scare, Medical Emergency, Gas Leak, Civil Disturbance and will include plans for Rapid Dismissal.

Key School Data:

- New Visions AIM Charter High School II student and staff body will be equivalent to 220 students and 44 staff members.
- Address: 1010 Rev. James A Polite Avenue, Bronx, NY 10459
- Phone number: 718-861-7515
- School Head: Tameka Jackson
- Student Transportation – Via subway and city bus; and private bus
SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The AIM II School Safety Plan (SAVE) has been developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Board of Directors of New Visions AIM Charter High School II (the ‘Board’), a AIM II School Safety Team was created and charged with the development and maintenance of a AIM II School Safety Plan (‘Plan’). This Plan includes input from parents, students, staff, school safety officials, and other personnel.

Following the Safety Plan guidelines distributed by NYSED, the Plan was developed by the School Safety Team through a series of meetings attended by the constituencies outlined above. The Safety Team will review emergency response plans with security professionals, and consult with other schools with high quality SAVE plans to ensure feasibility and thoroughness.

Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and well thought out planning. We will conduct table-top exercises and practice drills to ensure effective use and feasibility of these plans in the case of an actual emergency.

B. School Safety Team

The AIM II Safety Team is comprised of, but not limited to, representatives from the Board of Directors, Administration, Parents, Students, Faculty, School Safety officials, and other school personnel as follows:

School Safety Team (Fall 2018) - (*Core School Safety Team Member)

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal*</td>
<td>Tameka Jackson</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Associate Director of Student Support*</td>
<td>Christian Johnson</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Director of School Operations*</td>
<td>Walter Martin</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Faculty Member*</td>
<td>Idalia Aguero</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Staff Member*</td>
<td>Zhanna Raymond</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>School Safety Personnel</td>
<td>Wilson Nin</td>
<td>School Safety Team Member, Team Safety Expert</td>
</tr>
<tr>
<td>Parent Representative</td>
<td>TBD</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Student Representative</td>
<td>TBD</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Local Law Enforcement Official</td>
<td>TBD</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Local Ambulance/ Emergency Response</td>
<td>911 – Ambulance Emergency Services</td>
<td>Ambulance- 911</td>
</tr>
<tr>
<td>Agency Representative</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Concept of Operations

The initial response to all emergencies at AIM II will be by the Core School Safety Team. Upon activation of the Core School Safety Team, local emergency officials and the Board of Directors will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required.

9/1/2018
The Core School Safety Team will also serve as the Emergency Response Team and Post Incident Response Team.

D. Access to Floor Plans

Floor plans and school evacuation route maps for both students and staff will be provided to local emergency response officials 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. In addition, a copy will be included in the official School Safety Binder (maintained by the Director of Operations, and kept in the Main Office).

E. 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, including a review at our first Parent Teacher Organization (open to the public) in the fall of 2012. The Plan will then be formally adopted by the Board. 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 provided 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 Core School Safety Team. Each school year, the Safety Plan is reviewed by the New Visions A.I.M. Charter High School II Board of Directors. The Plan was reviewed and approved by the New Visions A.I.M. Charter High School II Board of Directors in August 2017 and submitted to NYSED before October 1, 2017. In following school years, the required annual review will be completed on or before July 1st of each year after its adoption by the New Visions AIM Charter High School II Board of Directors.
SECTION II: RISK REDUCTION/INTERVENTION STRATEGIES

A. Prevention / Intervention Strategies

New Visions AIM Charter High School II believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Drills/Exercises/Student Training, School Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency contact information as per the below:

Prevention Programs
• Program 1 - Anti-bullying programs, violence prevention meetings, conflict resolution sessions, peer mediation, mentoring programs, extended day programs/clubs, other school safety programs, youth run programs, forums for students concerned about bullying/violence, establishing anonymous reporting mechanisms for school violence/bullying.
• New Visions AIM Charter High School II will also create 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.

Building Personnel Training
• In preparation for planning and executing drills, the Core 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 detail of its Safety Plans 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.
• 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.
• Two members of the New Visions AIM Charter High School II School Safety Team will take CPR and AED training.
• New Visions AIM Charter High School II staff members will take Violence Intervention Guidance.

Drills / Exercises/ Student Training
• The Safety Team will conduct 'table top' exercises – playing through the execution of each of our multi-hazard plans using an actual school and neighborhood layout diagram.
• The School 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 actual 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

**Door Alarms Response Plan**

A response plan is utilized together with the door alarm response protocol to respond when
a door alarm has been activated.

Every adult in the building has some responsibility when a door alarm is heard. All staff
must receive training that outlines how the alarms operate, the required maintenance, what
to do when any adult in the building hears a door alarm, and when to use other emergency
response actions including the General Response Protocols and the Missing Student
Protocols.

- Door Alarm training and the development of a Door Alarm Response Plan for each school
  building must be completed before students report for their first day of the school term.
- Training must also be conducted during summer school so that all staff are aware of building
  specific procedures on summer co-locations.
- Responses by staff are different if you are with or without students when a door alarm is
  activated.
- Staff assigned the responsibility of responding to activated door alarms (including School
  Safety Agents) must have a key that is distributed by the principal.
- An effective response plan is based on regular collaboration and communication between all
  staff, including SSAs.
- School Safety Agents will respond to incidents and work closely with school staff to address
  issues. Regarding door alarms, SSAs will visually inspect the doors and the alarms while on
  routine patrol. When an alarm is activated, they will respond to the location and immediately
  investigate the cause so that proper action can be taken. School Safety Agents are issued
  keys to the alarms so that if they are the first one to respond to an alarm, they can turn it off
  while investigating as the alarm sound can be disruptive.

**DOOR ALARM RESPONSE PROTOCOL**

**THE FOLLOWING STEPS MUST BE TAKEN WHEN A DOOR ALARM IS ACTIVATED**

- All adults who are NOT supervising students must do the following when they hear an activated door alarm:
  - Immediately report to the door where the alarm has been activated to observe conditions and to
determine the possible cause of the alarm (i.e. staff or students observed in stairwell, student running
  from scene in the hallway, door propped open).
  - Immediately call the appropriate office and/or main desk to report the specific location of the door
  alarm that was activated and share any observations.
  - If the person who hears the door alarm is someone in possession of a two-way radio (e.g.
administrator, dean, security school aide) or if a School Safety Agent (SSA) is present immediately use
the radio to report the specific location of the door alarm that was activated to other staff with radios
so that everyone can respond with accurate information.
- For all adults who ARE supervising students when they hear an activated door alarm:
  - Immediately call the appropriate office and/or main desk and report the specific location of the door
  alarm that was activated.
  - Immediately look outside the classroom window and/or look outside the classroom door in
  an effort to observe anything that may provide additional information such as a staff
  member/ student(s) walking away from the door.

9/1/2018
• Report observations to the staff members and/or SSAs who respond to the door alarm.
• If the door alarm was activated and the cause for the alarm is believed to be the result of an intruder or a missing student, the General Response Protocols and/or Missing Student Protocols must be activated, as appropriate, based on the specific information in each incident.

Annually, the school will conduct 12 safety drills include at least eight fire/evacuation drills and four lock-down drills by May 31st.

Implementation of School Security Policies and Protocols

School Safety/Security roles at New Visions AIM Charter High School II are expected to be as follows:

• School Security: 6 of dedicated staff, located as follows:
  – At start and end of the school day there will be 1 security guard at the front door
  – During the school day, 5 located at various locations (hallways, stairwells, doors, etc)

• Hall monitors: Faculty and Administration will monitor hallways before and after school, and during class change times.

Other School safety protocols include:
• Only the front door of the school will be open at the start of day.
• All school visitors will be required to show identification upon entering the school building, and to wear a school nametag while in the school. As appropriate, visitors will be escorted to classrooms.
• The School will have Student ID cards to enter into the building.
• There will be a security audit conducted within the first 2 months of the school year.
• The Principal and Associate Director of Student Support will be provided with walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

Coordination with Emergency Officials

• The Principal (School Safety Team Lead) will contact local emergency officials to review Emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills.

Maintenance of Vital Education Agency Information

An updated School Staff contact list (with cell phone numbers) will be maintained by the Office Manager and placed within the School "Emergency/Safety" Binder. This binder 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). Next to that binder will be a 'Student Emergency Contact Binder' with Emergency Contact sheets for each student.

B. Early Detection of Potentially Violent Behaviors

9/1/2018
Expert guidelines for the early detection of potentially violent behaviors, including family, community, and environmental factors will be disseminated to all school staff annually as part of the School Safety Plan review. These Guidelines will be given to Parents in late August/early September at start of school parent conferences. An age appropriate version of the guidelines will be discussed with students by the School Social Worker within the first month of school as part of the Anti-Bullying section of the School Advisory Program.

C. Hazard Identification

Through a walk-through and in consultation with local police and School Security staff, as part of developing the School Safety Plan, the School Safety Team identified the following potential emergency sites and situations:

<table>
<thead>
<tr>
<th>Potential Emergency Site</th>
<th>Related Potential Emergency Situation</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Building – particularly in stairwells, gym, cafeteria, auditorium</td>
<td>Student Confrontation</td>
</tr>
<tr>
<td>Playground</td>
<td>Student Confrontation, Physical Accident</td>
</tr>
<tr>
<td>Athletic Fields</td>
<td>Student Confrontation, Physical Accident</td>
</tr>
<tr>
<td>Buses</td>
<td>Student Confrontation, Physical Accident</td>
</tr>
<tr>
<td>Off-site Field Trips</td>
<td>Student Confrontation, Physical Accident</td>
</tr>
</tbody>
</table>
SECTION III: RESPONSE

A. Assignment of Responsibilities

The chain of command at New Visions AIM Charter High School II in the case of emergencies is as follows:

1. Principal
2. Associate Director of Student Support

B. Continuation of Operations

- In the event of an emergency, the Principal or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of the local emergency response team.
- After relinquishing command, the Principal or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will follow the Chain of Command outlined above to ensure continuity of operations.

C. Notification and Activation (Internal and External Communications)

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- School Intercom
- School Phone system
- Cell Phones of School Safety Team and staff
- Walkie-Talkies (supplied to School Safety Team members)
- Bull Horns
- Whistles
- Email
- Text messaging
- Local media

Standard notification protocol will be for:

- Notification of an incident or hazard development to the Principal as soon as possible following its detection
- In the event of an emergency, the Principal (Principal Safety Team) will notify all building occupants to take appropriate protective action

Also - upon the occurrence of violent incident, the Principal will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School “Emergency/Safety’ Binder in the Main Office. The 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, as necessary the Principal will also notify the Superintendent and Board of Directors via phone, and all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.
As necessary, the School will notify parents of a violent incident or early dismissal through use of the School Messenger System and/or email and/or an Advisory phone chain (faculty member calls all parents within their Advisory). Parent contact information will be maintained on Student Emergency Contact forms, and with a school-wide email group. The School Messenger System will also be maintained with current family/parent/guardian contact information.

Families will be instructed in the Parent/Student Handbook as to where to find up-to-date information and contact numbers for the school in the event of any emergency situation.

An updated School Staff contact list (with cell phone numbers) will be maintained by the Office Manager and placed within the School ‘Emergency/Safety’ Binder. This binder 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). Next to that binder will be a ‘Student Emergency Contact Binder’ with Emergency Contact sheets for each student.

D. Situational responses

Detailed procedures for the following are outlined in the separate Building Level Response Plan document.

<table>
<thead>
<tr>
<th>Emergency Situation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Evacuation</td>
</tr>
<tr>
<td>Intruder in Building- Implement</td>
<td>Lock-down</td>
</tr>
<tr>
<td>Hard Lockdown</td>
<td></td>
</tr>
</tbody>
</table>
| Medical Emergency                    | Code Blue  
Call or have someone call 911.  
Follow-up with Parent/Guardian.    |
| Threat of Violence                   | The Principal and Director of Operations will be notified immediately of all implied or direct threats. The level of threat will be determined based on gathered information. The Director of Operations will contact local law enforcement officials if necessary. The situation will be monitored closely until the threat passes or local law enforcement officials take control.    |
| Explosive/Bomb Threat                | Evacuation |
| Hostage                              | Lock-down or evacuation as deemed necessary |
| Kidnapping                           | Contact local law enforcement and NYPD/SSD Operations Center with any information (718) 730-8800 |
| Civil Disturbance                    | Soft lock-down |
| School Bus Accident                  | Contact Emergency Personnel |
| Gas Leak                             | Evacuation |
| Hazardous Material                   | Evacuation |
| Biological Threat                    | Evacuation |
| Radiological Threat                  | Evacuation |
| Epidemic                             | Evacuation |

The school will also provide violence de-escalation and early warning sign identification training to all staff within the first month of school.

E. Response to Acts of Violence

The below plan is in keeping with the School's Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

9/1/2018
- Injured parties will be taken care of
- Offending individual will be contained
- Principal, in consultation with the Principal, will determine the level of threat
- As required:
  - The immediate area of the act will be isolated and/or evacuated
  - Lockdown procedures will be activated
  - Local law enforcement agencies will be notified
- Situation will be monitored and response adjusted as necessary
- As necessary
  - Initiate early dismissal
  - Initiate shelter or evacuation procedures

### F. Protective Action Options

<table>
<thead>
<tr>
<th>Situation</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Cancellation</td>
<td>• Monitor situation that may warrant school cancellation (Principal)</td>
</tr>
<tr>
<td></td>
<td>• Make cancellation determination</td>
</tr>
<tr>
<td></td>
<td>• Inform Families/Students</td>
</tr>
<tr>
<td></td>
<td>• Inform Staff</td>
</tr>
<tr>
<td></td>
<td>• Inform Board</td>
</tr>
<tr>
<td></td>
<td>• As necessary, inform other parties (e.g. shared school)</td>
</tr>
<tr>
<td>Early Dismissal</td>
<td>• Monitor situation that may warrant early dismissal (Principal)</td>
</tr>
<tr>
<td></td>
<td>• Make early dismissal determination</td>
</tr>
<tr>
<td></td>
<td>• Agree time to send early dismissal signal (intercom)</td>
</tr>
<tr>
<td></td>
<td>• Contact Transportation providers and make required arrangements</td>
</tr>
<tr>
<td></td>
<td>• Inform Families/Students</td>
</tr>
<tr>
<td></td>
<td>• Inform Staff</td>
</tr>
<tr>
<td></td>
<td>• Retain appropriate school personnel on site until all students have been returned home/picked up</td>
</tr>
<tr>
<td>Evacuation (before, during and after school hours)</td>
<td>• Determine level of threat</td>
</tr>
<tr>
<td></td>
<td>• Contact Transportation providers and provisionally make required arrangements</td>
</tr>
<tr>
<td></td>
<td>• Clear all evacuation routes and sites</td>
</tr>
<tr>
<td></td>
<td>• Evacuate staff and students to pre-arranged evacuation site</td>
</tr>
<tr>
<td></td>
<td>• Account for all students and staff populations; Report any missing persons to Principal</td>
</tr>
<tr>
<td></td>
<td>• Make determination regarding early dismissal</td>
</tr>
<tr>
<td></td>
<td>• If dismiss early, contact families/transportation providers for pick up</td>
</tr>
<tr>
<td></td>
<td>• Ensure adult/continued school supervision/security</td>
</tr>
<tr>
<td></td>
<td>• Retain appropriate school personnel on site until all students have been returned home/picked up</td>
</tr>
<tr>
<td>Movement to Sheltering Sites</td>
<td>• Determine level of threat</td>
</tr>
<tr>
<td></td>
<td>• Confirm sheltering location, depending on nature of incident</td>
</tr>
<tr>
<td></td>
<td>• Evacuate staff and students to pre-arranged sheltering site</td>
</tr>
<tr>
<td></td>
<td>• Account for all students and staff populations; Report any missing persons to Principal</td>
</tr>
<tr>
<td></td>
<td>• Make determination regarding early dismissal</td>
</tr>
<tr>
<td></td>
<td>• If dismiss early, contact families/transportation providers for pick up</td>
</tr>
</tbody>
</table>
• Ensure adult/continued school 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. This will be done in consultation with the senior Admin Team.
• 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), Principal asks for feedback from other school constituencies (staff, security staff, etc.). The results of this Debrief will inform future plan updates.

G. Arrangements for Obtaining Emergency Assistance from Local Government

As necessary, 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. Soft and hard copies of this contact information will be maintained by the Principal and Associate Director of Student Support in their offices.

A record will be maintained of all Local Government Emergency Assistance requests and responses.

H. Procedures for Obtaining Advice and Assistance from Local Government Officials

As necessary, the Principal will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. 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. Soft and hard copies of this contact information will be maintained by the Principal and Associate Director of Student Support in their offices.

A record will be maintained of all Local Government Officials and Agencies requests and responses.

I. Procedures for receiving State-declared Emergency Notification

New Visions AIM II Charter High School receives notification from NY-Alert. Safety Team members will receive alerts on their cellphones via text-messaging and email. This service contains critical emergency-related information including instructions and recommended protective actions developed in real-time by emergency service personnel. The information provided will include severe weather warnings, significant highway closures, hazardous materials spills, and many other emergency conditions. Information regarding response actions being taken by local and state agencies and protective actions will be provided.

Service Provider:
NY-Alert
New York State Office of Emergency Management
1220 Washington Avenue
Building 22, Suite 101
Albany, NY 12226-2251

J. School (District) Resources Available for Use in an Emergency
The following school resources are available in case of an emergency:

- Cell Phone
- Tool Box
- First Aid Kit
- Flashlight
- Moving Carts

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

The Principal is authorized to make decisions regarding the staff members assigned to provide assistance during emergencies. He shall also coordinate the use of school district resources and manpower during emergencies along with the Building Response Team.

L. **Security of Crime Scene**

The Principal or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.

No item shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency.

Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.
SECTION IV: RECOVERY

New Visions AIM Charter High School II Charter School Recovery (Post Incident Responses) will include, but not be limited to:

Short term:

- Mental health counseling for staff and students
- Building security
- Facility Restoration
- Post Incident Critique
  - After the recovery stage of any incident, the New Visions AIM Charter High School II 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.

Long Term

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

Note that the New Visions AIM Charter High School II Charter School Safety Team has coordinated with statewide 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 New Visions AIM Charter High School II Charter High School 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.
New Visions AIM Charter High School II

Building-Level School Safety Plan (Confidential)

1010 Rev. James A. Polite Ave.
Bronx, NY 10459
T: (718) 861-7515
F: (718) 861-7518
Email:

Tameka Jackson, Principal
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Building Level Plan Detail (Confidential)

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II. Safety Related Person’s Contact Information

III. Situational Response Detail

Appendices
# BUILDING LEVEL PLAN DETAIL (CONFIDENTIAL)

(To be appended to District Level/Building Level Safety Plan, but NOT distributed to the public)

1. BUILDING AND LOCAL AREA MAPS/ SCHEMATICS
2. SAFETY RELATED PERSONS' CONTACT INFORMATION
3. SITUATIONAL RESPONSE DETAIL

## I. BUILDING AND LOCAL AREA MAPS/ SCHEMATICS (see attached)

## II. SAFETY RELATED PERSONS' CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Work Phone</th>
<th>Cell Phone/ Beeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Tameka Jackson</td>
<td>718-861-7515</td>
<td>301-535-4904</td>
</tr>
<tr>
<td>Associate Director of Student Support</td>
<td>Christian Johnson</td>
<td>718-861-7515</td>
<td>212-382-1196</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>Walter Martin</td>
<td>718-861-7515</td>
<td>929-330-8385</td>
</tr>
<tr>
<td>Associate Director of Student Clinical Support</td>
<td>Laqwana Alexander</td>
<td>718-861-7515</td>
<td>347-435-9666</td>
</tr>
<tr>
<td>School Safety Agent</td>
<td>Nin Wilson</td>
<td></td>
<td>347-527-6569</td>
</tr>
<tr>
<td>Office of Safety &amp; Youth Development</td>
<td>Lois Herrera – CEO</td>
<td>212-347-4368</td>
<td></td>
</tr>
<tr>
<td>Emergency Information Center EIC</td>
<td></td>
<td>718-935-3210</td>
<td></td>
</tr>
<tr>
<td>Office of Special Investigations</td>
<td></td>
<td>718-935-3800</td>
<td></td>
</tr>
<tr>
<td>Office of Pupil Transportation</td>
<td></td>
<td>718-729-6100</td>
<td></td>
</tr>
<tr>
<td>Division of School Facilities</td>
<td></td>
<td>718-349-5799</td>
<td></td>
</tr>
<tr>
<td>Office of Legal Services</td>
<td></td>
<td>212-374-6888</td>
<td></td>
</tr>
<tr>
<td>Office of School Food &amp; Nutrition Services</td>
<td></td>
<td>718-707-4300</td>
<td></td>
</tr>
<tr>
<td>New York City Police Department Precinct Contact</td>
<td></td>
<td>718-862-1496</td>
<td></td>
</tr>
<tr>
<td>New York City Police Department – School Safety Division Contacts</td>
<td>Brian Conroy Gerome Quinn Operations Center (24Hr Hotline for evening, and weekend emergencies)</td>
<td>718-730-8800</td>
<td></td>
</tr>
<tr>
<td>41 Pct PB BX</td>
<td></td>
<td>718-542-4785</td>
<td></td>
</tr>
</tbody>
</table>
III. SITUATIONAL RESPONSE DETAIL

New Visions AIM Charter High School II will follow the newly implemented General Response Protocols (GRP) safety measures that have been put into place by the NYC DOE to protect students and teachers. The GRP is a protocol adapted by the DOE from the Standard Response Protocol. Below are detailed steps for the following 4 types of situational responses.

1. **Hard Lockdown/ Soft Lockdown** (Threat in the Building)
2. **Shelter-In** (Threat outside the Building)
3. **Evacuate** (Fire)
4. **Medical emergency** (Code blue)

In the event the Principal is not on-site, the Associate Director of Student Support, or the next person in the chain of command, determines the response and communicates to the School Safety Team to implement.

**Hard and Soft Lockdown** (Threat in the Building)

"**Hard Lockdown**" is a procedure used when there is an immediate and imminent threat to students and staff due to an intruder or crisis within the building. School staff and students are secured in the rooms in which they are currently located and no one is allowed to leave until the situation has been resolved.

"**Soft Lockdown**" is a procedure used when there is a threatening situation inside the building but no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize to the designated command post for further direction. School staff and students are secured in the rooms in which they are currently located and no one is permitted to move about the building except sweep teams and emergency responders.

Steps to Implementing a **Hard Lockdown**: 

1. Alarm is raised. An Operations Associate announces over the intercom system "**Attention: We are now in a Hard Lockdown. Take proper Action.**"

2. The Associate Director of Student Support calls 911. Teachers do the following in response:
   a) Move students away from the doors of the classroom and cover the classroom door window.
   b) Lock the classroom door, when possible.
   c) Students are to be in complete silence.

3. The Associate Director of Student Support calls the School Safety Agent. The Security Agent assures that the building is locked.

4. The School Safety Teams will sweep their wings, checking attendance and conducting bathroom sweeps and place students into the nearest available classrooms.
   a) Teachers report "**All Clear**", or any missing students and extra students (e.g., a student serving a timeout) to the School Safety Team checking the classroom. Teachers should not leave their class unattended to look for any missing students.
   b) The School Safety Teams call the Associate Director of Student Support on his work cell phone after their sweep to note whether a floor is "All Clear" or not.

5. After the sweep, Teachers:

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a) Keep classroom doors closed and relocate all students into the area of the classroom out of view from the classroom door.
b) Continue to supervise students and keep them calm until situation is resolved.
c) Remain calm and reassure students that they are safe.

6. Teachers announce “All Clear” to the Operations staff only after accounting for each of their students.

7. An Operations Associate will then announce over the PA system that “The Lockdown has been lifted” once the Associate Director of Student Support receives confirmation from the School Safety Teams.

8. The Associate Director of Student Support will communicate to parents via the School Messenger system, which will send automated phones calls and emails. In the absence of the Associate Director of Student Support, an Operations Associate will be provided with this information from the Principal to communicate via the school messenger system.

Steps to Implementing a Soft Lockdown:

1. Alarm is raised. An Operations Associate announces “Soft Lockdown” by stating over the intercom system, “Attention: We are now in a Soft Lockdown. Take proper Action.” The Associate Director of Student Support will call alert School Safety Teams via 2-way radio and School Safety Teams will alert classrooms, as described above.

2. The Associate Director of Student Support calls 911. Teachers do the following in response:
   a) Move students away from the doors of the classroom and cover the classroom door window.
   b) Lock the classroom door, when possible.
   c) Students are to be in complete silence.

3. The first responder/EMS goes to the location and administers medical support.

4. The School Safety Teams will sweep their wings, checking attendance and conducting bathroom sweeps and place students into the nearest available classrooms.
   a) Teachers report “All Clear”, or any missing students and extra students (e.g., a student serving a timeout) to the School Safety Team checking the classroom. Teachers should not leave their class unattended to look for any missing students.
   b) The School Safety Teams call the Associate Director of Student Support on his work cell phone after their sweep to note whether a floor is “All Clear” or not.

5. After the sweep, Teachers:
   a) Keep classroom doors closed and relocate all students into the area of the classroom out of view from the classroom door.
   b) Continue to supervise students and keep them calm until situation is resolved.
   c) Remain calm and reassure students that they are safe.

6. Teachers announce “All Clear” to the Operations staff only after accounting for each of their students.

7. An Operations Associate will then announce over the PA system that “The Soft Lockdown has been lifted” once the medical emergency has been resolved.

8. The Associate Director of Student Support will communicate to parents via the School Messenger system, which will send automated phones calls and emails. In the absence of the Associate Director of Student Support, an Operations Associate will be provided with this information from the Principal to communicate via the school messenger system.

I. Shelter-In (Threat outside the Building)

“Shelter-In” is a procedure used when there is an immediate and imminent threat outside of the building. It is designed to move students and staff away from the outside threat by moving them to the hallway of the building. School staff and students are secured in the hallways and no one is allowed to leave until the situation has been resolved. “Shelter-In” may be used when there is a hurricane, tornado or fire outside of the building.

Steps to implementing a “Shelter-In”:
1. An Operations Associate announces "**Attention. This is a Shelter-In. Secure all exit doors.**" (Repeated twice over the intercom system).
2. The Associate Director of Student Support calls 911 and communicates with emergency management authorities.
3. The Associate Director of Student Support calls the Security Agent’s phone extension and notifies the School Safety Agent. The Security Agent assures that the building is locked, and then monitors the front door entrance.
4. The School Safety Teams will check attendance on their designated wings and conduct bathroom sweeps and place students into the nearest available classrooms.
   a) Teachers report "**All Clear**, or any missing students and extra students (e.g., a student serving a timeout) to the School Safety Team checking the classroom. Teachers should not leave their class unattended to look for any missing students.
   b) The School Safety Team calls the Associate Director of Student Support on his work cell phone after their sweep to note whether a floor is all clear or not.
   c) Teachers must bring their work cell, attendance binder and Emergency Go Bag.
5. All classes exit classrooms in a single file, straight, and quiet line into the hallway.
6. Students sit silently on the floor in the designated areas. Team Leaders will make the determination if students need to assume protective posturing (students kneel, face the wall, and cover their heads with their hands.)
7. An Operations Associate will then announce over the PA system that "**The Shelter-In has been lifted.**" once the threat has been resolved.
8. The Associate Director of Student Support will communicate to parents via the School Messenger system, which will send automated phones calls and emails. In the absence of the Associate Director of Student Support, an Operations Associate will be provided with this information from the Principal to communicate via the school messenger system.

II. **Evacuate** (Evacuation or Fire Drill)

"**Evacuate**" is a procedure used when there is an immediate and imminent threat inside the building. It is designed to evacuate students and staff from the building to safety. A fire alarm is the most common use of "Evacuate". In the case of a bomb threat, "**Evacuate**" is also utilized. "**Evacuate**" may also be called by the **Principal** for any reason that necessitates school evacuation.

**Steps to Implementing an "Evacuation":**

1. Fire alarm sounds. If the Principal needs to provide special instructions, this must be done before sounding the alarm via the Intercom System beginning with "**Attention**" followed by specific instructions. In the case of a bomb threat, staff and students must be advised to not use their cell phones or electronic devices.
2. The Associate Director of Student Support calls 911 and communicates with emergency management authorities.
3. The Associate Director of Student Support calls the Security Agent’s phone extension.
4. The Security Agent assures that the building is locked and then monitors the front door way.
5. **School Safety Agents** sweeps each room on their assigned checking that no students are left behind.
6. Exiting Procedures
   a) **Teachers** must bring their work cell, attendance binder and Emergency Go Bag.
   b) Students quickly and quietly retrieve their jackets in the event of cold weather, unless they are in another classroom, or directed to do otherwise by the **Principal**.
   c) Teachers will lead their classes quickly and calmly to their assigned Fire Drill exit.
   d) **All Personnel and Students Will Exit According to the Following Plan and Wait Across the Street:**
      i. Rooms 301, 303, 304, and 402 use Exit 11/1 Floor Stairwell E and F (Alternative, Exit 9, Stairwell C and D)

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ii. Rooms 306, 307, 308, 309 and 311 use Exit 9/1st Floor Stairwell C and D (Alternative, Exit 7, Stairwell A and B)

iii. Rooms 323, 324 and 321 use Café Exit 6/3rd Floor Stairwell O (Alternative, Exit 5, Stairwell G and H)

iv. Gymnasium use Exit 1/4th Floor, Stairwell M (Alternative, Exit 10, Stairwell L or Exit 8, Stairwell K)

v. Auditorium use Exit 3, Stairwell J or Exit 2, Stairwell I (Alternative, Exit 1/4th Floor, Stairwell M)

vi. Cafeteria use Exit 5/3rd Floor Stairwell G and H (Alternative, Exit 4/3rd Floor)

   e) Teachers take attendance and account for students. They must report injuries, problems, or missing students to the Associate Director of Student Support immediately.

III. Code Blue- (Medical Emergency)

"Code Blue" with a location is a procedure used when there is a medical emergency. School staff and students are secured in the rooms in which they are currently located and no one except medical responders is allowed to leave until the situation has been resolved.

Steps to Implementing a Code Blue:

1. An Operations Associate announces "Code Blue" by stating over the school paging system, “Code Blue, room #, (Repeated 3x).

2. The Associate Director of Student Support calls 911. Teachers do the following in response:
   a) Move students away from the doors of the classroom and cover the classroom door window.
   b) Lock the classroom door, when possible.
   c) Students are to be in complete silence.

3. The School Safety Team will sweep the floor, checking attendance and conducting bathroom sweeps and place students into the nearest available classrooms.
   a) Teachers report "All Clear", or any missing students and extra students to the School Safety Team checking the classroom. Teachers should not leave their class unattended to look for any missing students.
   b) The School Safety Team will call the Associate Director of Student Support on his/her cell phone after their sweep to note whether a floor is "All Clear" or not.

4. After the sweep, Teachers:
   a) Keep classroom doors closed and relocate all students into the area of the classroom out of view from the classroom door.
   b) Continue to supervise students and keep them at calm until situation is resolved.
   c) Remain calm and reassure students that they are safe.

5. Teachers announce "All Clear" to the Operations staff only after accounting for each of their students.

6. The School Safety Team will notify teachers when the situation has been resolved.
Responses to Implied or Direct Threats of Acts of Violence

All of the below plans are in keeping with the School’s Zero Tolerance Policy for School Violence

<table>
<thead>
<tr>
<th>Source of Threat</th>
<th>Plan</th>
</tr>
</thead>
</table>
| **Student**            | • Implement de-escalation procedures (remove student from situation, have Team Leader discuss incident and causes for incident with student)  
                          | • Determine level of threat (Critical, High, Medium, Low)            |
|                        | • Inform Principal                                                   |
|                        | • As necessary, contact parent/guardian, police and/or hospital     |
|                        | • As necessary, inform staff                                       |
|                        | • Monitor situation to ensure resolved                               |
|                        | • If necessary, implement Emergency Response Plan                    |
| **Staff**              | • Implement de-escalation procedures (remove staff member from situation, have Associate Director of Student Support discuss incident and causes for incident with Staff Member)  
                          | • Determine level of threat (Critical, High, Medium, Low)            |
|                        | • Inform Principal                                                   |
|                        | • As necessary, contact emergency contact, police and/or hospital    |
|                        | • As necessary, inform other staff                                  |
|                        | • Monitor situation to ensure resolved                               |
|                        | • If necessary, implement Emergency Response Plan                    |
| **Visitor**            | • Implement de-escalation procedures (remove visitor from situation) |
|                        | • Determine level of threat (Critical, High, Medium, Low)            |
|                        | • Inform Principal                                                   |
|                        | • As necessary, police and/or hospital                               |
|                        | • As necessary, inform staff                                       |
|                        | • Monitor situation to ensure resolved                               |
|                        | • If necessary, implement Emergency Response Plan                    |
| **Other school personnel** | • Implement de-escalation procedures (remove personnel from situation.)     |
|                        | • Determine level of threat (Critical, High, Medium, Low)            |
|                        | • Inform Principal                                                   |
|                        | • As necessary, police and/or hospital                               |
|                        | • As necessary, inform staff                                       |
|                        | • Monitor situation to ensure resolved                               |
|                        | • If necessary, implement Emergency Response Plan                    |

The school will also provide violence de-escalation and early warning sign identification training to all staff within the first month of school.

Response to Acts of Violence

The below plan is in keeping with the School’s Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

- Injured parties will be taken care of
- Offending individual will be contained
- Principal, in consultation with the Principal, will determine the level of threat
- As required:
  - The immediate area of the act will be isolated and/or evacuated
  - Lockdown procedures will be activated
  - Local law enforcement agencies will be notified
- Situation will be monitored and response adjusted as necessary
- As necessary
  - Initiate early dismissal
  - Initiate shelter or evacuation procedure

**Protective Action Options**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Cancellation</td>
<td>- Monitor situation that may warrant school cancellation (Principal)</td>
</tr>
<tr>
<td></td>
<td>- Make cancellation determination</td>
</tr>
<tr>
<td></td>
<td>- Inform Families/Students</td>
</tr>
<tr>
<td></td>
<td>- Inform Staff</td>
</tr>
<tr>
<td></td>
<td>- Inform Board</td>
</tr>
<tr>
<td></td>
<td>- As necessary, inform other parties (e.g. shared school)</td>
</tr>
<tr>
<td>Early Dismissal</td>
<td>- Monitor situation that may warrant early dismissal (Principal, Principal)</td>
</tr>
<tr>
<td></td>
<td>- Make early dismissal determination</td>
</tr>
<tr>
<td></td>
<td>- Agree time to send early dismissal signal (intercom)</td>
</tr>
<tr>
<td></td>
<td>- Contact Transportation providers and make required arrangements</td>
</tr>
<tr>
<td></td>
<td>- Inform Families/Students</td>
</tr>
<tr>
<td></td>
<td>- Inform Staff</td>
</tr>
<tr>
<td></td>
<td>- Retain appropriate school personnel on site until all students have been returned home/picked up</td>
</tr>
<tr>
<td>Evacuation (before, during and after school hours)</td>
<td>- Determine level of threat</td>
</tr>
<tr>
<td></td>
<td>- Contact Transportation providers and provisionally make required arrangements</td>
</tr>
<tr>
<td></td>
<td>- Clear all evacuation routes and sites</td>
</tr>
<tr>
<td></td>
<td>- Evacuate staff and students to pre-arranged evacuation site</td>
</tr>
<tr>
<td></td>
<td>- Account for all students and staff populations. Report any missing persons to Principal</td>
</tr>
<tr>
<td></td>
<td>- Make determination regarding early dismissal</td>
</tr>
<tr>
<td></td>
<td>- If dismiss early, contact families/transportation providers for pick up</td>
</tr>
<tr>
<td></td>
<td>- Ensure adult/continued school supervision/security</td>
</tr>
<tr>
<td></td>
<td>- Retain appropriate school personnel on site until all students have been returned home/picked up</td>
</tr>
<tr>
<td>Movement to Sheltering Sites</td>
<td>- Determine level of threat</td>
</tr>
<tr>
<td></td>
<td>- Confirm sheltering location, depending on nature of incident</td>
</tr>
<tr>
<td></td>
<td>- Evacuate staff and students to pre-arranged sheltering site</td>
</tr>
<tr>
<td></td>
<td>- Account for all students and staff populations. Report any missing persons to Principal</td>
</tr>
<tr>
<td></td>
<td>- Make determination regarding early dismissal</td>
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<tr>
<td></td>
<td>- Ensure adult/continued school supervision/security</td>
</tr>
<tr>
<td></td>
<td>- Retain appropriate school personnel on site until all students have been returned home/picked up</td>
</tr>
</tbody>
</table>
All of the above will be done in cooperation with local emergency responders.

**APPENDICES**

**Appendix 1: School Buildings covered by this District-Wide/ Building-Level School Safety (SAVE) Plan**

<table>
<thead>
<tr>
<th>School #1 Name</th>
<th>New Visions AIM Charter High School II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1010 Rev. James A. Polite Avenue, Bronx, NY 10459</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Tameka Jackson</td>
</tr>
<tr>
<td>Contact Title</td>
<td>Principal</td>
</tr>
<tr>
<td>Contact Phone #</td>
<td>718.861.7515</td>
</tr>
<tr>
<td>Contact Email</td>
<td><a href="mailto:Tjackson27@charter.newvisions.org">Tjackson27@charter.newvisions.org</a></td>
</tr>
</tbody>
</table>

**Appendix 2: Situational Response Detailed**

<table>
<thead>
<tr>
<th>Emergency Situation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire- Implement Evacuation</td>
<td>Implement Evacuation procedures as outlined above in Section III SITUATIONAL RESPONSE DETAIL</td>
</tr>
<tr>
<td>Intruder in Building-</td>
<td>Implement a Hard Lockdown as outlined in Section III SITUATIONAL RESPONSE DETAIL</td>
</tr>
<tr>
<td>Medical Emergency- Code Blue</td>
<td>Implement a Code Blue as outlined in Section III SITUATIONAL RESPONSE DETAIL</td>
</tr>
</tbody>
</table>
| Threat of Violence   | • The Principal and Associate Director of Student Support will be notified immediately of all implied or direct threats.  
                        • The level of threat will be determined based on gathered information.  
                        • The Associate Director of Student Support will contact local law enforcement officials if necessary.  
                        • The situation will be monitored closely until the threat passes or local law enforcement officials take control. |
| Explosive/ Bomb Threat | • Principal implements Evacuate procedure. Operations Associate will alert School Safety Teams in person to evacuate the building. All communication is done in person.  
                          • Principal/Associate Director of Student Support/School security....contact local police.  
                          • School Safety Secures all exits.  
                          • Teachers will escort students from class to designated location & report any injuries, problems, missing students to Associate Director of Student Support.  
                          • All students and staff are instructed not to use cell phones or electronic devices.  
                          • Principal will announce “All Clear” once everyone has been cleared. |
| Hostage              | • The first person aware of the situation will immediately notify the Associate Director of Student Support or the Principal and he/she will notify the police and the School Safety Agent.  
                          • The Associate Director of Student Support will notify the administrators of the other schools on campus as well as the Principal. No response will be given to media until deemed necessary.  
                          • The school will go on hard Lock down as necessary.  
                          • The Principal and DOO will turn over authority to the police upon their arrival and assist as requested. |

9/1/2018
| Kidnapping                        | 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 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;  
|                                 |   ○ ADSS must call NYPD/SSD Operations Center with any information (718) 730-8800 |
| Civil Disturbance               | • Over intercom, Operations Associate announces “Attention: We are now in a Soft Lock-down. Take proper Action.”  
|                                 | • Students move out of sight and maintain silence.  
|                                 | • Teachers lock classroom doors (and move students away from window as required)  
|                                 | • Principal/Associate Director of Student Support/School security….contact local police.  
|                                 | • Once “All Clear” has been determined by School Safety Teams & Teachers “The Lockdown has been lifted” is announced over the Intercom System. |
| School Bus Accident             | • Contact Emergency Personnel  
|                                 | • Contact Principal and inform of accident  
|                                 | • Principal confirm all clear |
| Gas Leak                        | • Sound alarm  
|                                 | • Teacher escort current class to agreed meeting location  
|                                 | • Students stay with teachers.  
|                                 | • Principal, and Associate Director of Student Support take walkie-talkies  
|                                 | • Principal – Pick up Emergency Bag (with Student Emergency Contact Binder, School Safety Plan binder, Staff sign sheet, Sign to hold up to indicate their location)  
|                                 | • ‘Sweep’ staff ensure building is empty  
|                                 | • Meet at designated spot  
|                                 | • Principal confirm All Clear  
|                                 | • Return to school |
| Hazardous Material              | (Same as Gas Leak) |
| Biological Threat               | (Same as Gas Leak) |
| Radiological Threat             | (Same as Gas Leak) |
| Epidemic                        | (Same as Gas Leak) |

Appendix 3: School organization chart, including indication of School Safety Team members and the School Safety Team Chain of Command (*Indicates School Safety Team)
Appendix 4: Local emergency resources contact list

<table>
<thead>
<tr>
<th>Off-site Sheltering Sites</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Jane Addams HS 900 Tinton Avenue, Bronx NY 10458</td>
<td>Lindsay, Keesha (Assistant Principal) 718-292-4513</td>
</tr>
<tr>
<td>Secondary</td>
<td>Morris HS 1110 Boston Road, Bronx, NY 10456</td>
<td>Garcia, Raymond (Teacher) 718-542-3700</td>
</tr>
<tr>
<td>Out of Area</td>
<td>Dewitt Clinton HS 100 West Mosholu</td>
<td>Castillo, Constantino (12 Month Assistant Principal) 718-543-1000</td>
</tr>
</tbody>
</table>

Appendix 5: Emergency Supplies Inventory

- First Aid Kits
- Bullhorns
- Student Contact Information

Appendix 6: School Vehicle Inventory

The school has no vehicles at this time.

Appendix 7: Floor plan

Appendix 8: Local Area map- 1010 Rev. James A Polite Avenue, Bronx NY 10459

9/1/2018