INTRODUCTION: BASIC INFORMATION

School Contact Information

New Visions Charter High School for the Humanities III 3000 Avenue X
Brooklyn, NY 11235

Telephone: (718) 368-4145
Fax: (718) 368-4148

Principal: Janique Cambridge
Email: jcambridge2@charter.newvisions.org

DSO: Ferrugia Sonthonax
Email: fsonthonax3@charter.newvisions.org

Total Number of Students Enrolled 184
Total Number of School Personnel Employed 37

Introduction

New Visions Charter High School for the Humanities III, 84K739 HUM III takes every precaution to ensure the safety of its students and staff. HUM III considers emergencies and violent incidents very serious occurrences and treats these events expeditiously. The HUM III School Safety Plan is designed to address the needs of its students, the school, the campus and its urban location and is aligned to the safety procedures outlined in the Frank J. Macchiarola Educational Complex Safety Plan (ATTACHMENT A)

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

- to create a safe atmosphere and complementary set of practices that prevent violence or unsafe conditions,
- to create/implement a plan that will minimize the effects of serious violent incidents and emergencies,
- to have the capacity to implement an effective response plan for all predictable safety concern situations, and
• to produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

Building Information

HUM III is located at 3000 Avenue X Brooklyn NY 11235. HUM III shares space with:

• Pathways
• Origins
• New Visions Charter High School for Advanced Math and Science III 84K738.

HUM III uses the building’s classrooms on the 3rd floor, the cafeteria on the 1st floor and the gymnasium on the first floor. HUM III also shares the use of outdoor athletic fields on the campus.
SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

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

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

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

Identification of HUM III School Safety Team

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

- Janique Cambridge, Principal
- Denise Duncan, Assistant Principal
- Ferrugia Sonthonax, Director of School Operations
- Monica Wilkinson, Associate Director of Special Education

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

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

See the following pages in Section 5 of ATTACHMENT A for the Chain of Command of each of the schools on the campus:

- New Visions Charter High School for Advanced Math and Sciences III (84K738),
- Origins High School (22K611),
- Professional Pathways (22K630),
See Section 12, p80 of ATTACHMENT A for information on Committee Members and Meetings for the Campus Level School Safety Team.

See Section 7, p.26 of ATTACHMENT A for the make-up of the Campus Level Emergency Response Team.

Concept of Operations

The Director of School Operations (DSO), or designee, should adhere to the following protocol in the event of protective action:

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

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

The HUM III School Safety Team will gather information, and coordinate the response effort and communicate with students, staff and community. Staff members who are not members of the Chain of Command and/or the School Safety Team will supervise students. As necessary, the HUM III Board of Trustees and/or local emergency officials will also be notified.

The DSO may declare a school emergency and implement a plan of action to address an emergency situation. In the event of an HUM III school specific incident, the HUM III Main Office, Room 310, will become the Command Center and the Chain of Command shall report directly to the Command Center. The DSO shall remain in charge until local law enforcement of emergency response personnel are on the scene and take command of the situation.

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

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

All communication is to be coordinated with the DSO via the school's main number (718) 368-4145.
After relinquishing command, the DSO, or designee, may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

**Plan Development, Review and Public Comment**

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

The Final Plan must be formally adopted by the Board of Trustees. Pursuant to Commissioner’s Regulation, Section 155.17(e)(3), Final School Safety Plans will be made available for public comment at least 30 days prior to its adoption. The plan may be adopted by the Board of Trustees only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. To ensure student safety, the plan will be considered ‘in effect’ until such time as a full public review can be conducted and the Final Plan approved by the Board. The Board of Trustees must submit complete copies of the HUM III School Safety Plan and any amendments to the NYSED within thirty (30) days of their adoption. A copy of the HUM III School Safety Plan and any amendments thereto must also be filed with the appropriate local law enforcement agency and state police within thirty (30) days of its adoption.

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

A complete copy of the HUM III School Safety Plan will be located in the HUM III Main Office, Room 310. It will remain confidential per Article 6 of the Public Officers Law.
SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

Prevention/Intervention Strategies

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

School Safety Personnel

A security agent is posted at the main entrance of HUM III. The security agent for the school can be reached at (718) 332-2003, Ext. 1000 at the 1st Floor Desk.

In addition, the Principal, DSO and other staff members are a constant presence in HUM III hallways and stairwells.

It is the duty of the School Safety Agent Level III and School Safety Agent(s) to work in conjunction with the administrations of all schools on the Frank J. Macchiarola HS Campus. The agents are required to report any untoward incidents to the School Safety Division Operations Center (718) 730-8800.

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

All agents have the following duties and responsibilities:

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

The campus has a CCTV/Video Surveillance System in place which has 96 cameras installed which are in good, working order. There are 5 video monitors installed throughout the campus which are also all in good, working order. The areas under surveillance are Building Exterior/Grounds, the Cafeteria, Building Entrances/Exits and hallways; that there are cameras on the third floor – the primary location of HUM III classrooms. NYPD (SSA) staff is responsible for overseeing the daily operation of the surveillance system.
Visitor Control Procedures

The front door of the school is located at 3000 Avenue X Brooklyn NY 11235. Upon entering the school building, all visitors must proceed directly to the security agent’s desk. The visitor must present valid identification and sign the Visitor Log. The security agent will then call HUM’s III Main Office (Room 310) to obtain permission for the visitor to go directly to the 3rd Floor. All school visitors are required to wear a school nametag/pass while in the school.

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

Training, Drills and Exercises

The School conducts the mandated safety (fire and intruder alert) drills within the first two months of school, concluding drills by October 31. HUM III schedules the dates and times of drills with co-located schools; these drills are conducted in coordination with local emergency response and preparedness officials. Each drill is followed by a meeting of the HUM III School Safety Team to assess necessary improvements and/or alterations.

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

The Principal and DSO work collaboratively with HUM III parents to maintain a violence-free community.

In conjunction with the inception of the HUM III School Safety Plan, HUM III DSO, with the assistance of the Custodial Engineer, School Safety Agent and local emergency officials, identifies sites of potential emergency situations annually; they work to identify both internal and external hazards that may warrant protective actions, such as maintenance, warnings, removal, evacuation planning, etc.

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

<table>
<thead>
<tr>
<th>Potential Emergency Site</th>
<th>Related Potential Emergency Situation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply closets</td>
<td>Hazardous material</td>
</tr>
<tr>
<td>Garbage/Dumpsters</td>
<td>Hazardous material</td>
</tr>
<tr>
<td>Science Labs</td>
<td>Hazardous material/fire</td>
</tr>
</tbody>
</table>

Note: 6 HUM III school staff members have been trained on November 7, 2017 trained in CPR and the use of the Automated External Defibrillator (AED). They are: Ferrugia Sonthonax,
Marly Sillien, Shadae Williams, Sheryann Hutchinson, Younes Wadiai, & Torian Yancey Stemberidge.
AED devices are located at the following locations throughout the building:

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Building</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0703096793</td>
<td>K495 Frank J. Macchiarola Educational Complex</td>
<td>Main Entrance</td>
<td>A</td>
</tr>
<tr>
<td>0703096871</td>
<td>K495 Frank J. Macchiarola Educational Complex</td>
<td>Outside stairwell C–D</td>
<td>A</td>
</tr>
<tr>
<td>0703097944</td>
<td>K495 Frank J. Macchiarola Educational Complex</td>
<td>Outside room 217</td>
<td>A</td>
</tr>
<tr>
<td>0704114613</td>
<td>K495 Frank J. Macchiarola Educational Complex</td>
<td>PSAL</td>
<td>A</td>
</tr>
</tbody>
</table>

Additional

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

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

Plans are produced to ensure safe egress from the building Evacuation aligned with Frank J. Macchiarola Campus-wide procedures outlined in the Frank J. Macchiarola Campus, ATTACHMENT A, SECTION 7, P. 37 and 38.

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

- Intruders in Building (aligned with Frank J. Macchiarola Educational Complex Safety Plan, ATTACHMENT A, General Response Protocols P. 75-77)
- Building Collapse/Explosion (aligned with Frank J. Macchiarola Educational Complex Safety Plan, ATTACHMENT A, General Response Protocols P. 63-64)
- Shootings & Hostage Situations (Frank J. Macchiarola Educational Complex, ATTACHMENT A, General Response Protocols P. 61-62)

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

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

**Vital Education Agency Information**

An updated School Staff contact list (with cell phone numbers) will be maintained by the DSO 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.
SECTION III: RESPONSE

Notification and Activation (External and Internal Communication)

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

NEW YORK CITY FIRE DEPARTMENT (FDNY) ENGINE COMPANY 321
2165 Gerritsen Avenue, Brooklyn, NY 11229
(718) 965-8321

NYPD PRECINCT 61
2575 Coney Island Avenue, Brooklyn, NY 11223 (718) 627-6611

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

A list of local law enforcement officials and contact information will be maintained in the School “Emergency/Safety’ Binder in the Main Office. The DSO will also have a soft copy of this document on file, and a hard copy in their office.

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

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

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

SITUATIONAL RESPONSES: Early Dismissal

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

SITUATIONAL RESPONSES: School Closing

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

Depending on the severity of the emergency situation, HUM III may be closed for a designated period of time to ensure the learning environment is safe. Parents and students will be notified of school closings via local media outlets. Specific stations are identified in the HUM III Family Handbook.

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

SITUATIONAL RESPONSES: Evacuation Procedures and Evacuation Routes

In the event of fire, toxic threats, explosions, acts of violence, natural disasters or law enforcement mandate, an evacuation of the school building may be the proper response. Posters designating emergency route for stairwells and exits are posted near the doorway of every classroom and bathroom.

The DSO will notify local emergency response teams and law enforcement officials of the emergency. During the evacuation, the HUM III DSO will communicate, via cellular telephone and/or two-way radio, with school safety agents.

Teachers must carry their class rosters in the event of an evacuation. In addition, teachers must count their students twice, first before leaving the building and then upon reaching the designated safe area. Teachers must notify the DSO immediately if a student is missing.

No one is permitted to re-enter the school building until the DSO announces that it is safe to reenter.

SITUATIONAL RESPONSES: Internal Shelter (On School Premises)

Under some circumstances, emergency responders conclude that it is safer to have students remain in the school building to have students sheltered in school beyond the normal school hours than to travel home. This process is called “sheltering-in”.

The determination that staff and students should remain inside during a disaster is made by local law enforcement / public safety officials. Once that decision has been made, the DSO
provides clear
instructions as to where students should go within the school building. Teachers are responsible for their assigned classes and are accountable for all students under their supervision for the time period that the emergency responders determined to be safe.

No staff or faculty member is permitted to leave the site until the emergency is resolved.

**SITUATIONAL RESPONSES:** External Shelter (Off School Premises)

During an emergency situation in which it is safer to have students leave school grounds, students are sheltered at an external site. The DSO provides clear instructions as to where students should go upon exiting school property. Teachers are responsible for their assigned classes and are accountable for all students under their supervision.

Evacuation locations provide shelter to students and staff and allow for easy communication with Safety Administrators and other external supports. In the event that the DSO is not available, the Assistant Principal is responsible for all students and staff at the evacuation site.

Refer to **ATTACHMENT A, SECTION 7, P. 37 – Frank J. Macchiarola Educational Complex**—for specific locations.

The primary and secondary evacuation sites are in close proximity to the main school site. In an emergency that affects the school’s entire neighborhood or a larger area, the primary and secondary location may be rendered unusable; in such cases, the third, "out of area" location will be used.
RESPONSE TO ACTS OF VIOLENCE: IMPLIED OR DIRECT THREATS

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

The School will follow the additional steps outlined below:

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

RESPONSE TO ACTS OF VIOLENCE: INTRUDER IN THE BUILDING

If an intruder is discovered in the building, a coded PA system ALERT is announced; Soft/Hard lock down response to this announcement:

- The DSO, in consultation with School Safety Agents, coordinates a building sweep to locate the intruder
- The DSO calls 911 and provides:
  - name and telephone number
  - address of the building
  - description of the situation and any weapons involved
  - location of the intruder, if known
  - entrance for first responders to use, and,
- The DSO contacts Director of Operations at the New Visions CMO (212) 645-5110
When the intruder is found and/or the situation is determined to be stable:

- The DSO issues an ALL CLEAR message over the PA system.
  - The ALL CLEAR message is: All Clear
  - In the event that the Building PA system is inoperative the DSO will issue the ALL CLEAR message via Walkie-talkies.

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

RESPONSE TO ACTS OF VIOLENCE: BOMB THREATS

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

All Bomb Threats

- **DO NOT USE RADIO OR CELL PHONES**; such devices MAY cause a bomb to detonate.
- All communications by LAND LINE or IN PERSON ONLY
- The DSO calls 911 and provides:
  - name and telephone number
  - address of the building
  - description of the situation and any weapons involved
  - location of the intruder, if known
  - entrance for first responders to use
- **Follow instructions provided by 911 operator**
  - CALL CCC/EIC, (718) 935-3210
  - The DSO contacts Director of Operations at the New Visions CMO (212) 645-5110
  - In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officer and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.
- Evacuations:
  - If evacuation is necessary follow evacuation procedures as shown in Section 7 of the Frank J. Macchiaraola Educational Complex Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.
  - If evacuation is not necessary, assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
  - If building cannot be re-entered, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

Bomb Threat by Phone

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

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

RESPONSE TO ACTS OF VIOLENCE: Chemical Spill or Natural / Propane Gas Leaks

• Any Injured party is taken care of
• The immediate area of the act will be isolated and/or evacuated
  • any students in the hallway should immediately be taken to nearest classroom by school personnel;
  • all teachers should immediately lock their classroom doors and not issue any passes;
• The DSO calls 911 and provides:
  • name and telephone number
  • address of the building
  • description of the situation and any weapons involved
  • location of the intruder, if known
  • entrance for first responders to use
• Follow instructions provided by 911 operator
• CALL CCC/EIC, (718) 935-3210
• The DSO contacts Director of Operations at the New Visions CMO (212) 645-5110
• Evacuations:
• If evacuation is necessary follow evacuation procedures as shown in Section 7 of the Frank J. Macchiarola Educational Complex Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.
• If evacuation is not necessary, assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
• If building cannot be re-entered, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

RESPONSE TO ACTS OF VIOLENCE: Building Collapse/Explosion

• Any Injured party is taken care of
• The immediate area of the act will be isolated and/or evacuated
  • any students in the hallway should immediately be taken to nearest classroom by school personnel;
  • all teachers should immediately lock their classroom doors and not issue any passes;
• The DSO calls 911 and provides:
  • name and telephone number
  • address of the building
  • description of the situation and any weapons involved
  • location of the intruder, if known
  • entrance for first responders to use
• Follow instructions provided by 911 operator
  • CALL CCC/EIC, (718) 935-3210
• The DSO contacts Director of Operations at the New Visions CMO (212) 645-5110
• Evacuations:
  • If evacuation is necessary follow evacuation procedures as shown in Section 7 of the Frank J. Macchiarola Educational Complex Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.
  • If evacuation is not necessary, assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
  • If building cannot be re-entered, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

RESPONSE TO ACTS OF VIOLENCE: Shooting/ Hostage Situation

• Any Injured party is taken care of
• The immediate area of the act will be isolated and/or evacuated
  • any students in the hallway should immediately be taken to nearest classroom by school personnel;
  • all teachers should immediately lock their classroom doors and not issue any passes;
• The DSO calls 911 and provides:
  • name and telephone number
- address of the building
- description of the situation and any weapons involved
- location of the intruder, if known
- entrance for first responders to use
- **Follow instructions provided by 911 operator**
- CALL CCC/EIC, (718) 935-3210
- The DSO contacts Director of Operations at the New Visions CMO (212) 645-5110
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officer and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.

- **Evacuations:**
  - If evacuation is necessary follow evacuation procedures as shown in Section 7 of the *Frank J. Macchiarola Educational Complex* Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.
  - If evacuation is not necessary, assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
  - If building cannot be re-entered, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.
  - Ensure that all witnesses prepare and submit written statements outlining what they saw and heard.

**IF YOU WITNESS A SHOOTING OR HOSTAGE SITUATION:**

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

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

**RESPONSE TO ACTS OF VIOLENCE:** Kidnapping

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

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

RESPONSE TO ACTS OF VIOLENCE: Fire Emergency

- Any Injured party is taken care of
- The immediate area of the act will be isolated and/or evacuated
  - any students in the hallway should immediately be taken to nearest classroom by school personnel;
  - all teachers should immediately lock their classroom doors and not issue any passes;
- The DSO calls 911 and provides:
  - name and telephone number
  - address of the building
  - description of the situation and any weapons involved
  - location of the intruder, if known
  - entrance for first responders to use
- Follow instructions provided by 911 operator
- CALL CCC/EIC, (718) 935-3210
- The DSO contacts Director of Operations at the New Visions CMO (212) 645-5110
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officer and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.
- Evacuations:
  - If evacuation is necessary follow evacuation procedures as shown in Section 7 of the Frank J. Macchiarola Educational Complex Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.
  - If evacuation is not necessary, assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
  - If building cannot be re-entered, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.
- Ensure that all witnesses prepare and submit written statements outlining what they saw and heard.

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

The Custodial Engineer should:
- In oil-fired plants, shut down all oil burner equipment using switches on oil burner control board or remote control switch. Close suction line valves closest to oil tanks. Leave dampers open. Shut down air compressors and bleed lines to thermostats, maintain water level in boilers.
- Pull switches for power to school instructional equipment, blowers, ventilators, etc. Switches for the lights should be left on. Boiler room switches should be left on.

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

RESPONSE TO ACTS OF VIOLENCE: Suspected Child Abuse

According to New York State Law, school officials and licensed or certified staff are mandated reporters of suspected child abuse or maltreatment. Reporting is required if the victim is under the age of 18, and the subject of the report is a parent or other person (18 or older) who is legally responsible for the child’s care. A mandated reporter, together with a designated member of the School Leadership Team (if such person is available) will report such suspicion to the New York Statewide Central Register of Child Abuse and Maltreatment (SCR). The hotline number for making this report is 1-800-342-3720.

Within 48 hours of the oral report, the School will file a written report on Form LDSS-2221A which can be obtained at www.ocfs.state.ny.us.

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

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

For all situations:

- **Parents** - The Principal, in consultation with the DSO, will determine if and when parents need to be informed, and will do the informing. This will be done in consultation with the senior Admin Team.

- **Media** – The Principal, in consultation with the DSO, 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), DSO asks for feedback from other school constituencies (staff, security staff, etc.). The results of this Debrief will inform future plan updates.

Response Protocol

**Arrangements for Obtaining Emergency Assistance from Local Government**

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

**Emergency Notification of Persons in Parental Relation to Students**

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

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

**Procedures for Obtaining Advice and Assistance from Local Government Officials**

As necessary, the DSO in consultation with 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. A soft and hard copy of this contact information will be maintained by the Principal and DSO in their offices. A record will be maintained of all Local Government Officials and Agencies requests and responses.
**District Resources Available in an Emergency**

New Visions Charter High School for the Humanities III will seek the assistance of the NYC DOE when appropriate. New Visions Charter High School for the Humanities III will utilize its internal human resources and its relationships with the Frank J. Macchiarola Educational Complex should an emergency situation arises.

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

The DSO in consultation with the Principal will implement emergency response procedures upon learning of an emergency situation within New Visions Charter High School for the Humanities III. The DSO will notify members of the School Safety Team who will then contact other school leaders and local authorities if it is appropriate.

If an emergency requires the involvement of police or fire personnel, the School Safety Team will turn authority over to local emergency crews to ensure optimal response.

**Protective Action Options for Situational Responses**

<table>
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<tr>
<th>Situation</th>
<th>Plan</th>
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| School Cancellation               | • Monitor situation that may warrant school cancellation (DSO, Principal)  
|                                  | • Make cancellation determination                                    
|                                  | • Inform Families/Students                                            
|                                  | • Inform Staff                                                       |
|                                  | • Inform Board                                                       |
|                                  | • As necessary, inform other parties (e.g. shared school)            |
| Early Dismissal                  | • Monitor situation that may warrant early dismissal (DSO, Principal) |
|                                  | • Make early dismissal determination                                 |
|                                  | • Agree time to send early dismissal signal (intercom)               |
|                                  | • Contact Transportation providers and make required arrangements    |
|                                  | • Inform Families/Students                                            |
|                                  | • Inform Staff                                                       |
|                                  | • Retain appropriate school personnel on site until all students have been returned home/picked up |
| Evacuation (before, during and after school hours) | • Determine level of threat                                         |
|                                  | • Clear all evacuation routes and sites                              |
|                                  | • Evacuate staff and students to pre-arranged evacuation site       |
|                                  | • Account for all students and staff populations. Report any missing persons to DSO |
### Movement to Sheltering Sites

- Determine level of threat
- Confirm sheltering location, depending on nature of incident
- Evacuate staff and students to pre-arranged sheltering site
- Account for all students and staff populations. Report any missing persons to the DSO

All of the above will be done in cooperation with local emergency responders.
SECTION IV: RECOVERY

District Support

New Visions Charter High School for the Humanities III, New Visions Charter High School for Advanced Math and Science III, Pathways and Origins HS will support its staff members and students in dealing with an emergency by providing adequate instruction regarding the identification and prevention of violence, in addition to training in appropriate response protocol.

The New Visions Charter High School for the Humanities III Principal/DSO and the School Safety Team will review the emergency response procedures for needed modifications and alterations based upon feedback from debriefing sessions.

Disaster Mental Health Services

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

After the recovery stage of any incident, the New Visions Charter High School for the Humanities III Safety Team will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.
APPENDIX B
Chain of Command for Frank J. Macchiarola Educational Complex

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

See Attachment A

Frank J. Macchiarola Educational Complex
Safety Plan Section 7
School Safety Team

PRINCIPAL: Janique Cambridge
(347) 762-7454
jcambridge2@charter.newvisions.org

Director of SCHOOL OPERATIONS: Ferrugia Sonthonax
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ASSISTANT PRINCIPAL: Denise Duncan
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dduncan12@charter.newvisions.org

ASSOCIATE DIRECTOR OF SPECIAL EDUCATION: Monica Wilkinson
(631) 433-2327
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