INTRODUCTION: BASIC INFORMATION

School Contact Information

New Visions AIM Charter High School I
1150 East New York Ave
Brooklyn NY 11212

Telephone: (718) 269-7090

Principal: Kristin Greer
Email: kgreer1@charter.newvisions.org

Deputy Director of School Operations: Janice Smith
Email: jsmith11@charter.newvisions.org

Total Number of Students Enrolled: 153
Total Number of School Personnel Employed: 30

Introduction

New Visions AIM Charter High School I, takes every precaution to ensure the safety of its students and staff at all times. AIM considers emergencies and violent incidents very serious occurrences and treats these events in an expeditious and effective manner. The AIM I School Safety Plan is designed to address the needs of its students, staff and school campus community.

The New Visions AIM Charter High School I Safety Plan was developed by the New Visions AIM Charter High School I School Safety Team (‘Safety Team’) -. 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 AIMI 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 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.

Building Information

AIM I is located at 1150 E. New York Ave. Brooklyn NY 11212. AIM I shares space with:

● Brownsville Academy High School (17K568)

AIM I occupies the entire 4th floor in the building. AIM I also shares the use of the library, cafeterias, dance studio & weightroom

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The AIM I 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 AIM I 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 AIM I School Safety Team

The AIM I School Safety Team, charged with developing and ensuring the effective implementation of the AIM I School Safety:

Travis Gordon, Restorative Coach

● Aileen Felix, Director of Sped
● Kerrean Wilson, Attendance and Programming Specialist
● Zakiya Brown, Lead Social Worker

● Kristin Greer, Principal
● Janice Smith, Deputy Director of Schools
● Tanya Paul-Henry, Assistant Principal
Concept of Operations

The initial response to all emergencies at New Visions AIM Charter High School I 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. The Core School Safety Team will also serve as the Emergency Response Team and Post Incident Response Team.

The Core School Safety Team 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 officials to seek advice and assistance in the analysis of the effectiveness and revision process of the AIM Safety Plan from year to year.

Plan Development, Review and Public Comment

The AIM I Principal appoints a Building-level School Safety Team and charges it with the development of the AIM I School Safety Plan following District-wide Safety Plan guidelines distributed by NYSED, and in consultation with the existing school. 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 AIM I 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 AIM I School Safety Plan and any amendments to the NYSED within thirty (30) days of their adoption. A copy of the AIM I 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 AIM I School Safety Plan should be reviewed periodically with staff and students throughout the year and must be maintained current by the AIM I School Safety Team. The AIM I School Safety Plan is
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.

New Visions AIM Charter High School I 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:

Staff will provide positive outlets during lunch period, when fights likely to occur:
- Students will have the option to meet with teachers for tutoring
- Students will have the option to use the library and weight room
- Lunch period will have activities to keep students engaged and conflict-free—i.e. music, games, magazines

AIM will be staffed with two social workers, one guidance counselor, and social work interns:
- High-need students will receive at-risk counseling from the social worker and/or social work interns
- Social Work Interns will hold social/emotional groups before school and/or during lunch

Each student and family will be assigned a school counselor:
- Counselors will provide daily check-ins with students to assess for mood and functioning
- Counselors will connect families to community resources and supports that will increase healthy functioning
- Counselors will connect students to positive outlets in the community and in school—i.e. community service, sports, jobs, internships, clubs, mentoring

Staff will be equipped to manage conflicts:
- Staff will receive early warning signs and de-escalation training
- Teachers will be provided with positive outlets and a supportive environment, so they can be equipped to manage their own stress and not project it onto students

Students will learn conflict-resolution skills:
- Via their daily interactions with students, Counselors will teach their students healthy coping skills for anger and stress
- Students will participate in peer-mediation program and Youth Court
Students will provide monthly workshops

*Students will design and implement activities that promote a violent-free environment*

- Students will be part of a focus group that designs and implements activities that promote a positive school culture and climate. Some examples are:
  - Essay or poster contest on respect and tolerance; Students are the judges
  - Prepare a school safety public information brochure or fact sheet
  - Violence Prevention Campaign
  - Youth Violence Prevention Week
  - Performance
  - Trips that promote exposure to different perspectives and cultures
  - Youth Court
  - Community/school beautification projects

**Visitor Control Procedures**

The front door of the school is located at 1150 E. New York Ave, Brooklyn NY 11212. 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 and or radio AIM I Main Office to obtain permission for the visitor to go directly to the 4th Floor.

If a visitor fails to provide proper identification or refuses to sign in, the security agent must call the AIM I 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. AIM I schedules the dates and times of drills with co-located school; these drills are conducted in coordination with local emergency response and preparedness officials. Each drill is followed by a meeting of the AIM I School Core Safety Team to assess necessary improvements and/or alterations.

AIM I believe 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 AIM I parents and student body to maintain a violence-free community.

**Implementation of School Security Policies and Protocols**
School Safety/Security roles at New Visions AIM Charter High School I are expected to be as follows:

- School Security: 4 of dedicated staff, located as follows: At start and end of the school day there will be 4 security guards at the front door
- 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, proof of vaccination upon entering the school building, and to wear a school name tag while in the school. As appropriate, visitors will be escorted to classrooms.
- The School will have Student ID cards to identify each AIM student.
- There will be a security audit conducted within the first 2 months of the school year.
- The Deouty Director of School Operations and 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.

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

A. Assignment of Responsibilities

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

1. Principal
2. Deputy Director of School Operations
3. Director of Curriculum & Instruction
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. ● A 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:

● Building 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. 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 Director of School Operations 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.
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 AIM I 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, AIM I 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.

Note: All field trips are canceled 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 routes 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 AIM I 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”.

SAFETY PLAN
NVCHS for AIM I 2021-2022
Kristin Greer, Principal
Page 10 of 20
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.

**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
- An investigation of the incident will begin
- Director of Student Support, 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

**RESPONSE TO ACTS OF VIOLENCE: INTRUDER IN THE BUILDING**

If an intruder is discovered in the building, a coded PA system ALERT will be used (coded PA system message available to school staff and safety agents ONLY). In 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 NVCHS office (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 coded PA message is available to school staff and safety agents ONLY ● 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 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 John F. Kennedy Safety Plan Emergency Assignments, Egresses, and Evacuation Locations and assist as necessary.

SAFETY PLAN
NVCHS for AIM I 2021-2022
Kristin Greer, Principal
Page 12 of 20
• 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 New Visions CMO (212) 645-5110

Evacuations:
● 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 New Visions CMO (212) 645-5110

Evacuations:
● 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 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 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;
• Chief Operating Officer 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 New Visions (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 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:

   **SAFETY PLAN**
   **NVCHS for AIM I 2021-2022**
   Kristin Greer, Principal
   Page 16 of 20

● 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 AIM I, 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), Business Manager 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
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 Advanced Math and Science 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.

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 AIM I. 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>
<thead>
<tr>
<th>Situation</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Cancellation</td>
<td>● Monitor situation that may warrant school cancellation (DSO, 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>
</tbody>
</table>
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 AIM I 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 AIM I Principal/DSO and the School Safety Team will review the emergency response procedures for needed modifications and alterations based upon feedback from debriefing sessions.
School Safety Team

PRINCIPAL: KRISTIN GREER
(708) 714-1189
KGREER1@CHARTER.NEWVISIONS.ORG

DEPUTY DIRECTOR OF SCHOOL OPERATIONS: Janice Smith
917-396-3324
jsmith11@charter

ASSOCIATED DIRECTOR OF TBD COUNSELING:

Restorative Coach: Travis Gordon

BUSINESS MANAGER: TBD