



**2024 - 2025 | DRAFT**

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BROOME STREET ACADEMY  
CHARTER HIGH SCHOOL

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# District-Wide School Safety Plan

<b>INTRODUCTION</b>	<b>3</b>
<b>SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES</b>	<b>4</b>
1.1 Purpose	4
1.2 Site Information	4
1.3 Identification of School Teams	6
1.4 Concept of Operations	6
1.5 Plan Review and Public Comment	6
<b>SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION STRATEGIES</b>	<b>7</b>
2.1 Building Personnel Training	7
2.2 Drills / Exercises / Student Training	8
2.3 Prevention Programs	9
2.4 Implementation of School Security Policies and Protocols	9
2.5 Coordination with Emergency Officials	11
2.6 Maintenance of Vital Education Agency Information	11
2.7 Early Detection of Potentially Violent Behaviors	12
<b>Section III: Situational Responses</b>	<b>12</b>
Multi-Hazard Response	13
1. Responses to Civil Disturbances	13
2. Responses to Environmental Problems	14
3. Responses to Fire and Explosion	14
4. Responses to System Failure	15
5. Responses to Medical Emergency	15

6. Responses to Implied or Direct Threats of Violence	17
7. Responses to Acts of Violence	19
Response Protocols	20
Emergency Agencies & Services and Arrangements for Obtaining Assistance	21
Procedures to Coordinate Resource Use	21
School Cancellation   Early Dismissal Response Plans	23
Evacuation Procedures   Sheltering Sites (internal and external)	23

**SECTION IV: RECOVERY 24**

**APPENDIX 25**

**INTRODUCTION**

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk for 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 ('Project SAVE' or '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 Broome Street Academy Charter High School'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 Broome Street Academy Charter High School Safety Plan was developed by Broome Street Academy Charter High School's Safety Team.

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

- ❑ To create an atmosphere and set of practices that prevents violence or unsafe conditions.
- ❑ To 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 personnel in regard to keeping our school safe.

Plans will be produced for the following (multi-hazard) situations: Fire, Intruder Alert, Bomb Threat, Medical Emergency, Gas Leak, Civil Disturbance, and will include plans for Lockdown, Shelter, Evacuations, School Closure and Early Dismissals.

## **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

### **1.1 Purpose**

Broome Street Academy Charter High School's SAVE Safety Plan has been developed pursuant to Commissioner's Regulation 155.17. The Board of Directors of Broome Street Academy Charter High School (the 'Board'), and The Broome Street Academy Charter High School's Safety Team was charged with the development and maintenance of The Broome Street Academy Charter High School's Safety Plan (the 'Plan'). This Plan includes input from parents/caregivers, students, staff and other personnel.

The Plan was developed by the Safety Team following Safety Plan guidelines distributed by the New York State Education Department.

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 through planning. We will conduct table-top and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

### **1.2 Site Information**

Basic Site Information

<b>School Name</b>	<b>Broome Street Academy Charter High School</b>
<b>School Address</b>	<b>555 Broome Street/121 Avenue of the Americas</b>
<b>Boro/Zip Code</b>	<b>New York, NY 10013</b>

<b>Telephone #</b>	<b>212-453-0295</b>
<b>Fax #</b>	<b>929-285-3183</b>
<b>DBN Code</b>	<b>84M522</b>
<b>CSD#</b>	<b>2</b>

Primary School Contact Information

<b>Title</b>	<b>Contact Name</b>	<b>Work #</b>	<b>Email</b>
Senior Director of Operations	Lester Samson	929-285-3185	lsamson@broomestreetacademy.org
Head of School	Lynnette Ford	646-989-3684	lford@broomestreetacademy.org
Assistant Director of Operations	Cynthia Montalvo	646 -971-7878	cmontalvo@broomestreetacademy.org
Director of Student Life	Michael Davis	929-285-3175	mdavis@broomestreetacademy.org
Dean of Students	Douglas Hill	332-232-7710	dhill@broomestreetacademy.org
Associate Dean of Students	Curtis Jackson	646-609-8771	cjackson@broomestreetacademy.org

External Supports Contact Information

<b>Title</b>	<b>Contact Name</b>	<b>Work #</b>	<b>Email or Address</b>
Police Officer	Chan - 1st Precinct	929-270-9829	jonathan.chan@nypd.org
Police Officer	Terome Parham - 1st Precinct	929-375-1324	terome.parham@nypd.org

Hospital	Mount Sinai Beth Israel	212-420-2000 212-857-9980	or	281 First Avenue New York, NY 10003
Hospital	New York Presbyterian Lower Manhattan	212-312- 5000		170 William Street New York, NY 10038

### 1.3 Identification of School Teams

Broome Street Academy Charter High School has developed **four** emergency teams:

1. Building-level School Safety Team
2. Building-level School Building Response Team
3. Building-level Post-incident Response Team
4. Building-level Recovery Team

Team members and their roles are listed in the appendix.

### 1.4 Concept of Operations

The initial response to all emergencies at Broome Street Academy Charter High School will be by the School Safety Team. Upon activation of the School Safety Team, local emergency officials and the Board of Trustees will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required. The School Safety Team members will also serve on the Emergency Response Team, Post Incident Response Team and Recovery Team.

### 1.5 Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(c)(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 caregiver Teacher Organization (open to the public) in the Fall of 2022. The Plan will 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 supplied to both local and State Police within 30 days of adoption.**

A draft of the Plan was posted for public comment on October 9, 2024. This Plan will be reviewed periodically during the year and will be maintained by the School Safety Team. For the 2025-2026 school year, the Safety Plan was revised during the Spring Semester of 2025.

## **SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION STRATEGIES**

Broome Street Academy Charter High School 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 in the actions described below.

### **2.1 Building Personnel Training**

- In preparation for planning and executing drills, the Safety Team will review information/guidance on the NYSED and New York State Center for School Safety, I Love U Guys Foundation websites as well as Safety Plans from other schools if available.
- When hiring school safety personnel, the School will ensure all personnel have the appropriate background (training) to fulfill their role, including training in how to de-escalate potentially violent situations.
- The School will review the details of its Safety Plan with all faculty and staff prior to school opening (including all plan logistics, roles and responsibilities, and back up plans), ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.
- Annually, at least one Safety Team member will attend school safety training offered by the NYC DOE and share learning with the entire School Safety

Team.

- At least six members of the Broome Street Academy Charter High School Safety Team will take CPR and AED training.
- All teachers and Broome Street Safety Committee members will take Violence Prevention and Intervention training

## **2.2 Drills / Exercises / Student Training**

- Multi-Hazard Training
  - In accordance with Section 1.55.17(e)(1) (xiv), Broome Street Academy Charter High School will provide multi-hazard school training for instructional and non-instructional staff members and students through a combination of full-scale drills, tabletop exercises and staff development programs.
  - Such training will include review of the building crisis packet (aka “red folders”), available in each room at the beginning of the school year and/or at the time of hire by all instructional and non-instructional staff, including substitute staff.
  - In addition, Violence Prevention and Intervention training will be provided to the instructional and non-instructional staff as part of the school's professional development plan program.
  - Additional training for select staff may be required via workshops that provide instruction in relevant disciplines, such as proper restraint techniques and the de-escalation of violent incidents.
- All emergency response plans will be sent to students within the first 2 weeks of school via StudentSquare, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- 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.
- In accordance with Section 155.17(h), the school shall hold and evaluate fire drills (8), lockdown drills (4), after school drills (2) and other drills as deemed necessary to ensure that all students, faculty members, and other staff are



familiar with each drill so that it can be activated and accomplished quickly and efficiently.

- These drills will be held at regular as well as inopportune times, and will utilize a variety of blocked exits, as appropriate, to take care of almost any situation.
- Each member of the faculty shall take his/her attendance register or class record when a drill is conducted. Immediately upon arrival at a prescribed point, the faculty member shall check the students to see that all students are present.
- A report of absentees shall be made immediately to the Head of School or his designee.
- Drills will involve and be coordinated by local emergency responders at the NYC 1st Police Precinct at (212.334.0611) when available.
- The evaluation of all drills will be conducted after each and every drill. Evaluation records will be kept for each drill, including the times for the evacuation of the facility, in order to ascertain whether or not the drill is running in a timely manner and according to plan.
- Administrative staff and other observers will be placed to evaluate the student and staff participation in order to make recommendations for the improvement of these drills.

### **2.3 Prevention Programs**

- Broome Street Academy Charter High School will also create a positive, safe learning environment for students by maintaining a community service program.
- Broome Street Academy Charter High School will aim to create school schedules that minimize potential for conflicts or altercations.

### **2.4 Implementation of School Security Policies and Protocols**

- Dean/Operations Team roles at Broome Street Charter High School are expected to be as follows:
  - At the start and end of the school day there will be at least 4 Safety Team members present - one at the front door and another ushering students from the 4th Floor down to the exit.

- All exterior doors not routinely used for student or staff entrance will be secured so as to limit building access to the main entrance of each facility.
- All visitors entering the building must sign in and show identification upon entering the school building. **Anyone who is not a regular staff member or a student of the school will be considered a visitor.** This includes parents/caregivers/relatives, contractors, vendors, delivery people, and others having business with school officials. As appropriate, visitors will be escorted to classrooms.
- Visitors, even though they have signed in, are not allowed to wander through the building. Upon leaving, the visitor will check out at the reception desk on the first floor.
- Any staff member who observes a visitor who appears lost or who is otherwise walking through the building with no apparent purpose will address the visitor by asking, "**Can I help you?**"
  - The staff member will then provide assistance in the form of directions or direct the visitor to The Main Office.
  - If a staff member observes suspicious, threatening and/or otherwise inappropriate behavior, such behavior should be reported immediately to a Dean, or an administrator with a radio, for a response from the Head of School or her/his designee.
  - Student visitors from other schools, unless they have a specific reason and prior approval of the Head of School or her/his designee, are not permitted to enter school buildings.
  - Anyone who violates any provisions of the Broome Street Academy Charter High School Code of Conduct is subject to appropriate penalties, up to and including reprimand, ejection, arrest and/or criminal prosecution.
- During the school day, Safety Team members will monitor hallways, stairwells, doors, etc in person and via closed circuit television.
- Hall monitors: Faculty and Administration will monitor hallways before and after school, and during class change times.
- The safety team will be provided with walkie-talkies that will have a dedicated channel to use in the event of an emergency drill or actual

occurrence to ensure a means of communication.

- There will be a security audit conducted within the first 2 months of the school year.

## **2.5 Coordination with Emergency Officials**

- 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.

## **2.6 Maintenance of Vital Education Agency Information**

- Broome Street Academy Charter High School collects and maintains vital educational information, including student enrollment and the number of staff/teachers. The Director of Diversity, Equity & Inclusion and Director of Operations assess transportation needs. The Operations Team maintains and updates listings of home and work telephone numbers for key personnel throughout the school.
- Data on student populations, number of staff, transportation needs and the business and home telephone numbers of key school officials are included in Appendix and will be updated at least annually and more frequently as needed.
- An updated School Staff contact list (with cell phone numbers) will be maintained by the Director of Operations and placed within the School "Emergency/Safety" Binder. This list will also contain Emergency Contact Information for all school staff.
- This binder will contain a list of all local emergency contact names and numbers for police, fire, hospital, Board Members and other local officials.
- This binder will contain a sheet with the demographics of the school (number of students, number of staff, organization chart for the school).
- The Emergency/Safety binder will also contain Emergency Contact sheets for each student.

## **2.7 Early Detection of Potentially Violent Behaviors**

Broome Street Academy Charter High School has policies and procedures for dissemination of information regarding the early detection of potential violent behaviors. In accordance with Section 155.17(c)(1)(iii), all teachers and non-instructional staff members are provided with School Violence Prevention training at the beginning of each school year. Updated training in this area will be provided annually.

Informative materials are distributed on an ongoing basis at faculty meetings throughout the school year. Staff development is conducted during Professional Development Days and/or Summer Professional Development in order to develop awareness and provide training for staff regarding this issue.

This material is also available to caregivers and the community during various meetings.

## **Section III: Situational Responses**

Individual plans are in place and detailed in the appendix. The school will also provide violence de-escalation and early warning sign identification training to all staff within the first month of school.

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

**PLEASE NOTE** - The Head of School has been authorized to afford maximum protection that is reasonably attainable for all students, staff and facilities. This includes the development and implementation of an alternate emergency plan for the protection of all students, faculty and all buildings and grounds and the physical assets of the school.

## **Multi-Hazard Response**

In accordance with Section 155.17(b)(13), the Broome Street Academy Charter high School School-Wide Safety Plan includes the school's multi-hazard response plans, which are divided into seven categories.

1. Response to Civil Disturbances
2. Response to Environmental Problems
3. Response to Fire and Explosion
4. Response to Systems Failures
5. Response to Medical Emergencies
6. Response to Implied or Direct Threats of Violence
7. Response to Acts of Violence

Emergency Response Plan development was guided by four principles.

1. Holding action designed to contain the situation
2. Keeping students and staff isolated from the situation
3. Communication with the proper authorities; and finally
4. Restoring normal activities.

### **1. Responses to Civil Disturbances**

An emergency caused by an action, which requires an appropriate response by school officials. The following specific situations are covered in this section.

- 1.1. Bomb Threat
- 1.2. Intruder in the Building
- 1.3. Hostage
- 1.4. Kidnapped Person

The guiding principles for emergency planning are: holding action to contain the situation; keeping children away from the situation; communicating with the proper authorities; and finally, restoring normal activities. If it becomes necessary to respond to civil disturbances, the Head of School may rely on one of the following responses: shelter, lock down, evacuation, go home.

## **2. Responses to Environmental Problems**

An emergency caused by a naturally occurring or man-made environmental problem requires an appropriate response by school officials. The following specific situations or occurrences are addressed in this section:

- 2.1. Air Pollution
- 2.2. Drought
- 2.3. Earthquake
- 2.4. Flood
- 2.5. Oil/Gasoline Spill
- 2.6. Radiological Incident
- 2.7. Storms(Snow/Ice/Wind/Hurricane/Thunderstorm/Lightning Storm/Tornado)
- 2.8. Toxic Material Spill
- 2.9. Water Contamination

The guiding principles for response are protection of life first, then the preservation of property, including restoration to normal activities. The fire department, local police, State Emergency Management Office, Federal Emergency Management Office and/or environmental specialists will communicate, evaluate, and make the necessary arrangements with the Head of School or his/her designee, the Chief Operating Officer and the Director of Facilities, for control, clean up, remediation, and disposal of any materials, if needed. The appropriate responses for this section could include the use of sheltering, lock down, evacuation or go home protocols.

## **3. Responses to Fire and Explosion**

A fire or explosion in a building, or even a false alarm, will interrupt and disrupt school building activities. The effects may be minor, as in the case of a false alarm, but could be significant, as in the case of a fire or explosion. Emergency guidelines, ranging from minor to major occurrences, are included in this section:

- 3.1. False Fire Alarm
- 3.2. Fire
- 3.3. Explosion

In each case, the guiding principles for emergency planning are protection of life first, then preservation of property, including restoration of normal activities. If it becomes necessary to respond to fire and/or explosion, the Head of School may rely on one of the following responses: shelter, lock down, or evacuation.

#### **4. Responses to System Failure**

The failure of a building's structural or mechanical system will interrupt and disrupt normal building activities. A failure or malfunction may be minor, temporary in nature, and readily or easily corrected, or may be major, create emergency conditions, and involve extensive or extended corrective work. Emergency guidelines, ranging from minor to major occurrences, are included in this section for the following facility failures:

- 4.1. Electrical Failure
- 4.2. Energy Loss or Governmentally Imposed Fuel Shortage
- 4.3. Heating System Failure (Loss of Heat)
- 4.4. Roofing System Failure (Leak)
- 4.5. Sewage System Failure
- 4.6. Water System Failure
- 4.7. Gas Leak
- 4.8. Structural Failure

In each case, The guiding principles for emergency planning are the protection of life first, then the preservation of property, including restoration to normal activities. If it becomes necessary to respond to a system failure, the Head of School may rely on one of the following responses: shelter, lock down, evacuation, go home protocols.

#### **5. Responses to Medical Emergency**

A medical emergency is the result of a minor or major illness or injury to an individual(s) and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Emergency guidelines are included in this section for the following:

- 5.1. Allergic Reaction

- 5.2. Animal Bite Bleeding
- 5.3. Blow to the Head
- 5.4. Broken Bones
- 5.5. Burns
- 5.6. Choking
- 5.7. Diabetic Shock
- 5.8. Drowning
- 5.9. Electric Shock
- 5.10. Epidemic
- 5.11. Epileptic Convulsions
- 5.12. Food Poisoning
- 5.13. Head Lice
- 5.14. Heart Attack
- 5.15. Respiratory Arrest
- 5.16. School Bus Accident
- 5.17. Fire Shock Chemical/Toxic Exposure

In each case, The guiding principles for emergency planning are the protection of life first, then the preservation of property, including restoration to normal activities. If it becomes necessary to respond to a system failure, the Head of School may rely on one of the following responses: shelter, lock down, evacuation, go home protocols.

**The guiding principles are to provide appropriate emergency care until competent medical or caregiver care is secured. Emergency care is not authorized beyond the treatment that will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of a parent/caregiver or legal guardian.**

An effective medical emergency response should be based on medically and educationally sound procedures. Some of the components of such a procedures are:

1. Signed instructions for emergencies from parents/caregivers, and /or legal guardians should be available, including
  - a. name and date of birth of the child;



- b. name, address and telephone number where one or both parents/caregivers may be reached at home and at work;
- c. name, address, and telephone number of another person who has agreed to care for the child if the parents/caregiver or guardian cannot be reached;
- d. name, address, and telephone number of the family physician (or Christian Science Practitioner),
- e. a list of medical concerns, allergies, and daily medication needs, and any special condition which should require special handling.

This information is requested from caregivers on the student emergency sheet. This sheet is to be provided to families to updated annually

- 2. The Head of School will ensure that all school personnel and students are informed of the location of the school nurse. The telephone numbers of specific emergency services and individuals will be posted conspicuously near each telephone. These may include school physician, fire department, police, hospital, ambulance, poison control center, etc.
- 3. A list will be maintained by the Head of School of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, allergy to bee stings, etc.
- 4. Written instructions in first aid procedures will be available to all school personnel. Each teacher should have a copy in his or her room for reference. Copies will be posted in the health office, food services area, maintenance department and administrative offices.

If it becomes necessary to respond to a medical emergency, the Head of School may rely on one of the following responses: shelter, lock down, or evacuation.

## **6. Responses to Implied or Direct Threats of Violence**

In accordance with Section 155.17(c)(i) and (x), the Broome Street Academy Charter High School Safety Plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school including threats by students against themselves, which for the purposes of this subdivision shall include suicide.

Broome Street Academy Charter High School expects a high standard of behavior

from its students, faculty and staff as well as visitors to the school facility and grounds. The school will enforce the Broome Street Academy Charter High School of Conduct, which governs the behavior of all persons, whether or not their presence is authorized, upon any premises or property under the control of the school and used in its teaching, administration, and cultural, recreational, athletic and/or other programs and activities. A copy of the Code of Conduct is available in the Main Office of the school and on our school's website. In the event of an implied or direct threat of violence, the following protocol will be implemented:

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

- b. Parent/Caregiver contact and written documentation will be implemented as for a minor threat. [Any emergency caused by an action of an individual or individuals requires an appropriate response by school officials. Protocols can be found in the School Emergency Response Plan.] The communications outline will also include the notification of the Head of School, and local fire, police and emergency services, as appropriate.

## **7. Responses to Acts of Violence**

In accordance with Section 155.17(c)(ii), Broome Street Academy Charter High School has developed the following protocol in the event of an Act of Violence. It will be implemented through a four step sequence:

1. The Act of Violence will be reported immediately to the Head of School or his designee.
2. The Head of School or his/her designee will respond immediately to the Act of Violence, depending upon the nature of the violent act, in a manner that attempts to ensure the safety of all students and adults in the building. Based upon the available information, this may include reporting to the location of the violent act and addressing the violent act, implementing efforts to isolate the individual if possible, as appropriate. It may also involve initiating the procedures for a building lockdown or "shelter" procedure and contacting area police agencies to request their assistance.
3. Once the area has been secured either by school or police personnel, depending upon the violent incident, the police personnel and/or the Head of School or his/her designee will immediately investigate the Act of Violence. For the Head of School or his designee, such investigation will involve interviewing witnesses to the Act of Violence, including students and/or staff, as appropriate to the nature of the violent incident.
4. If the individuals involved are students, their caregivers or guardians will be contacted by the Head of School or his/her designee and will document the incident in a letter to the caregiver or guardian. The students will be suspended

from school for a period of time consistent with the school's Code of Conduct. In consultation with area police agencies, legal action against the individuals committing the Act of Violence may be pursued, depending upon the nature of the incident.

## **Response Protocols**

In accordance with Section 155.17(c)(1)(xv), the Broome Street Academy Charter High School has established protocols for responses to emergencies. General procedures could include:

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

In the event of an emergency telephone call such as: Bomb Threat Fire emergency Hostage Situation Intruder Kidnapping or other emergency received at the school, the individual providing the coverage at the desk or receiving the telephone call is to immediately contact the administrator in charge. Calls to the remainder of the chain of command should then commence:

1. Head of School
2. Associate Head of School
3. Sr. Director of Operations
4. Assistant Director of Operations
5. Sr. Director of Academics and Adult Learning
6. Sr. Director of Diversity, Equity, and Inclusion
7. Director of Student Life
8. Director of Social Emotional Learning

## **Emergency Agencies & Services and Arrangements for Obtaining Assistance**

In accordance with Section 155.17(c)(1)(v), it has been determined that for ALL EMERGENCIES, dial 911. This includes police, fire and ambulance. The Head of School, or her designee will be the individual responsible for initiating contact.

### Advice and Assistance

In accordance with Section 155(e) (1) (viii), the Head of School will begin by contacting personnel at the NYC 1st Police Precinct, 212.334.0611. The Head of School will also contact other available resource persons as needed by reached by Emergency Numbers, which are:

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

## **Procedures to Coordinate Resource Use**

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

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

The school building has:

- ❑ a cafeteria
- ❑ gymnasium that could be used for sheltering purposes.
- ❑ There is telephone communication throughout the building.
- ❑ The school office has hand-held radio communication.
- ❑ There are no generators located at the school. Therefore, electricity would be needed to run all building systems.
- ❑ Food would have to be brought in from external sources if held inside the school for a prolonged period of time.

Notification to the Director of Operations and the Managing Director of Facilities will allow all resources, facilities and vehicles to be allocated and used in the event of an emergency. During certain conditions, the nature of the emergency may demand that classes be dismissed or canceled.

The nature of some events may include that students and staff be evacuated from the building. They will be transported to and housed temporarily in our evacuation site or a more convenient local location to be identified.

If an EVACUATION is called, the following is the procedure to be implemented:

1. The Head of School or her/his designee will make the decision to evacuate.
2. The Head of School or her/his designee will notify the local police and fire departments, if and as appropriate.
3. The Head of School will notify the appropriate official(s) at the off campus alternative site(s).
4. Teachers will assemble students at the designated assembly site outside the evacuated school building.
5. Teachers/staff will be dispatched to the alternative site(s) to prepare receiving areas.
6. Teachers will walk students to the designated alternative site, take attendance, and report attendance to the Head of School and his/her designee.
7. The Head of School will notify the media and post the information on

ParentSquare to inform the caregivers of the evacuation and the site location for student pickup.

### **School Cancellation I Early Dismissal Response Plans**

In accordance with Section 155.17 (c)(1)(ix), the Broome Street Academy Charter High School has established responses for emergencies, including the cancellation of classes, early dismissal, evacuation, and sheltering.

1. **Before 6AM** - If severe blizzard, heavy snow storm, ice conditions or flooding occur during the night which make driving hazardous, and such conditions are known by 6 AM, a "No School" announcement will be made via text alerts and calls to the caregivers. The Head of School, in consultation with The DOO, shall make the decision. Responsibility for notification shall be the Head of School and/or his designee. The Head of School and/or his designee will text/email teachers to notify them of the cancellation.
2. **Dismissal the School Day** - If during the school day, weather or another situation threatens and/or develops that would jeopardize the health and safety of students, the school may be closed earlier than the usual dismissal time. In that event, the caregivers will be notified that students are being released. Parents/caregivers can expect their children to arrive home before the regular arrival time.

### **Evacuation Procedures I Sheltering Sites (internal and external)**

In the case of a tornado or national emergency, or other type of emergency requiring persons to stay in the building, the Head of School shall initiate the necessary actions upon notification that his school is threatened. Students, faculty, and other employees at the school will go immediately to their designated stations previously assigned. During certain conditions, the nature of the emergency may demand that students and staff be evacuated from the facility. They will then be moved to and housed in another alternate location. In certain circumstances, evacuation may mean only going outside, away from the building and waiting for danger to pass.

The following is the procedure that will be followed:

1. The Head of School or her/his designee will make the decision to "Evacuate."
2. The Head of School or her/his designee will notify the local police and fire departments and the Emergency Response Team, if and as appropriate.
3. If students are to be transported beyond walking distance, the Head of School or her/his designee will notify The New York Bus Company for buses to transport students to the new destination.
4. The Recovery Team or other designated staff will be dispatched to the alternate site to prepare receiving areas
5. The Head of School will then evacuate the building.
6. Staff will walk all students to the evacuation site.
7. Each member of the faculty shall take his/her attendance register.
8. Students will line up in an orderly fashion and attendance will be taken.

The Head of School will notify all necessary parties to inform the parents/caregivers of the evacuation, the site location for student pick up, and of the timetable for dismissal. Upon arrival at the alternate site, students will be directed to a specific location. Each teacher will take attendance and forward the record to the Head of School or her/his designee. If conditions permit, the children will be returned to the school for a normal dismissal.

**Dismissal from the Alternate Site** - when caregivers arrive to pick up their child(ren), they will give the name and grade of their child to the staff member assigned to monitor the entrance of the alternate site location and then be directed to the correct area for pick up. At the alternate site location, the Head of School or his designee will inspect the site to ensure all children have evacuated. Upon final building inspection, school personnel will be released by the Head of School or his designee on a need basis.

## **SECTION IV: RECOVERY**

Broome Street Academy Charter High 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

Long Term:

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

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

After the recovery stage of any incident, the Broome Street Academy 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.

## **APPENDIX**

The School-Based Safety Plan is reserved for security purposes.