

**Forte Preparatory
Academy**

Project SAVE

**School Safety & Emergency Response
Plan**

2023-2024

Adopted by School Safety Team: September 2023

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SECTION I. GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Introduction and Purpose

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. All schools are at risk from a variety of acts of violence and natural and technological disasters. In 2001, the State of New York enacted the Safe Schools against Violence in Education Law (Project SAVE), requiring districts to undertake comprehensive planning efforts to address risk reduction/prevention, response and recovery with respect to a variety of emergencies in school districts and schools.

Forte Preparatory Academy (the “School”) has adopted this School Safety and Emergency Response Plan (the “Safety Plan”) pursuant to Commissioner’s Regulation 155.17 issued under Project SAVE. As the School is a charter school and therefore is its own school district, the Safety Plan fulfills the requirements of a district-level Emergency Response Plan.

B. Plan Review and Public Comment

Pursuant to Commissioner’s Regulation, Section 155.17 (e) (3), a summary of this plan will be made available for public comment at least 30 days prior to its implementation. This safety plan may be approved by the Board of Trustees of the School only after at least one public hearing that provides for the participation of school personnel, parents, and any other interested parties. The plan must be formally adopted by the Department of Education.

The specifics of the emergency response plans contained in this Safety Plan shall be 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 this Safety Plan will be supplied to both local and State police within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the Safety Team, which can be found on pages 3-4. The required annual review of this Safety Plan will be completed before the start of the academic school year of each year after its adoption by the Department of Education.

C. Concept of Operations

The methodology used to develop this revised Safety Plan included the involvement of key constituencies of the School community, including the Board of Trustees of the School, administrators, teachers and parents, each of which are represented on the Safety Team.

In the event of any emergency or violent incident at the School, the initial response will be by the Building Response Team (BRT). BRT Members will be trained as required by the NYC DOE Emergency Preparedness Guidelines. All members of the Building Response Team (BRT) will carry a school walkie talkie to ensure adequate communication is available at all times.

In the event of an emergency or violent incident, local emergency officials will be notified. The School's efforts may be supplemented with county and state resources through existing protocols.

D. Designation of Safety Response Teams

The following teams have been established:

School Safety Team

This team consists of the Executive Director, Chief School Officer, Chief Operations Officer, a member of the Board of Trustees, staff representative, parent representative, and the School Safety Officer appointed by the New York City Police Department. The role of this team is to adopt all safety policies and procedures.

| Name | Position |
|---------------------|------------------------------------|
| Graham Browne | Executive Director |
| Justin Smith | Chief of Schools Officer |
| Dawn Antoine-Forbes | Chief Operations Officer |
| Fiona Lin | Forte Prep Board of Trustees Chair |

Emergency Response Team

The role of this team is to lead the initial response to any emergency situation that may occur within each school site.

Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373*

| Name | Position |
|------------------|--------------------------------|
| Angela Mu | Principal: Upper Middle School |
| Julie Mastrella | Principal: Lower Middle School |
| Viviana Benjumea | Director of Family Programs |
| Iliadys Salcedo | Director of Operations |

High School: *Location: 69 - 26 Cooper Ave, Queens, NY 11385*

| Name | Position |
|---------------|------------------------|
| Damali Caine | School Director |
| Caroline Gray | Assistant Principal |
| Jesse Keefe | Dean of Students |
| Trinee Adams | Director of Operations |

Post-Incident Response Team

This team consists of the Principal, staff members who are First-Aid certified, school nurse and other school personnel, as needed and designated by the principal. A listing of all certified First-Aid trained personnel will be posted in the Operation Manager’s office. The role of this team is to provide post-incident psychological and medical aftercare if necessary.

Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373*

| Name | Position |
|------------------|-------------------------------------------|
| Angela Mu | Principal: Upper Middle School |
| Julie Mastrella | Principal: Lower Middle School |
| Viviana Benjumea | Director of Family and Community Programs |
| Iliadys Salcedo | Director of Operations |

High School: *Location: 69 - 26 Cooper Ave, Queens, NY 11385*

| Name | Position |
|---------------|------------------------|
| Damali Caine | School Director |
| Caroline Gray | Assistant Principal |
| Jesse Keefe | Dean of Students |
| Trinee Adams | Director of Operations |

SECTION II. RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention and Intervention Strategies

School Personnel Training

The Safety Team will design and implement trainings for these various teams on safety procedures including procedures for the removal of disruptive students, (ii) crisis response, mediation, conflict resolution and other de-escalation techniques, and (iii) protocols for responding to fire, bomb threats, armed and unarmed intruders and other emergency situations.

Coordination with Emergency Officials

The Safety Team includes the Director of Operations who will be responsible for facilitating the annual review of the Safety Plan and conducting drills and exercises to test the Safety Plan. These tests may include a tabletop exercise. The Building Response Team will be critical in the coordination of these exercises.

Annual Multi-Hazard Training for Staff and students

The law requires annual multi-hazard training for students and staff. The intent of this training is to make building residents aware of the specific response procedures in their buildings. All school staff will be familiarized with the basic concepts of each emergency response based on a specific incident. This type of training can be most successfully accomplished by members of the Safety Team who would be most familiar with the procedures they have established. The Safety Team will train individual classroom teachers to relate this information to their classes. Staff training will be incorporated into regular staff meetings.

Program Initiatives and Early Detection of Potentially Violent Behaviors

Project SAVE emphasizes the importance of prevention strategies such as non-violent conflict resolution training programs, peer mediation programs, and extended day and other school safety programs. At the School, pro-active prevention means creating a “community of caring”, offering every opportunity for all students to be actively and successfully engaged in academics and extracurricular activities, and to be connected to the school community through significant, healthy relationships with caring adults. The School will consider implementing one or more of the following programs: violence prevention programs that address the components of empathy, impulse control, and anger management skills, and offering corrective supportive intervention strategies.

The following is a list of prevention strategies that the school may use:

- Strong emphasis on zero tolerance for harassment and violence
- Conflict resolution strategies
- Buddy programs between grade levels
- Mentoring (pairing of differently-aged students)
- Anti-bullying month in October
- Values-based advisory slides
- Parent/child/staff surveys
- Child Study Teams
- Drama programs
- Lessons on peer-intervention taught by teachers, school counselor, psychologists
- Current events units in classrooms – analyzing violence on TV and in other media.

B. Hazard Identification

Project Save requires the School to identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and

sheltering of the school population. The Team has identified the following as potential hazard areas or existing condition (s):

Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373*

- **Queens Boulevard and Broadway** (This is a high volume traffic intersection)
- Street level entrance
- Second floor entrance
- Elevator Access from street/garage level
- Cleaning supply closets, electrical closets, MDR- held in locked closets
- Absence of school safety officer (third party security guard present)

High School: *Location: 69 - 26 Cooper Ave, Queens, NY*

- Multiple building egresses
- Cleaning supply closets, electrical closets, MDR
- Absence of school safety officer (third party security guard present)

SECTION III. SCHOOL SECURITY

A. Visitor Control Procedures

The Principal or Executive Director of Forte Preparatory Academy or her designee has the responsibility and authority to regulate admission of visitors and oversee their conduct while in the School. The Principal or Executive Director also has authority to grant or deny a visitor's request to enter the School. Such decisions should be reasonable and consistent with the needs of the School, its safety, and the right of the public to visit the School.

The School has established the following procedures in order to establish a uniform visitor control standard for all locations. These procedures will ensure minimum standards to control visitors at the School. The Safety Teams may establish additional procedures beyond those described below.

The main and only entrance utilized on a daily basis is at *Middle School: 51-35 Reeder Street* and *High School: 69-26 Cooper Avenue*. The door will be locked at all times and any visitors will need to ring the vestibule doorbell to request entry. The uniformed security guard (located at the front desk of the lobby) will identify the guest and buzz them in. Signs are posted near the main entrance informing visitors that they must stop at the desk to sign in and show photo identification. The signs will inform visitors that failing to follow these guidelines will result in their removal from the building. **Signs in the school pertaining to visitor access will be posted in all applicable languages.**

A visitor entering the building will be required to provide at least one (1) item of valid photo identification (e.g. Driver's License). The security guard on duty will record the date, time, name, and destination of the visitor in the Visitor Log Book and provide the visitor with a visitor's pass. The visitor must wear the visitor's badge at all times and return it to the main office before leaving the building. Log books will be maintained at the site for a period of one school year.

The security guard on duty will collect all passes and record the time of departure in the Visitor's Log.

Visitors who violate procedures regarding visits to the school, whose conduct jeopardizes the safety of students and staff, or interferes with programs in the school or endangers property are subject to immediate removal from the school by order of the School Security Officer or Emergency Response Team and possible arrest.

It is incumbent upon staff to be aware of visitors that do not have an appropriate pass for a designated area or have no visitor's pass at all. Where feasible, staff should approach such a person and request that they return to the Main Office. Staff should then notify the Principal and the Main Office of the situation.

B. Intruder Procedures (Lock Down)

If an intruder is discovered in the building, the Principal should be notified immediately. The Principal or designee will then issue a PA announcement as the primary means of notification, a telephone call to each classroom or populated area as a secondary means, with a coded emergency message: **“Lock Down, Lock Down. This is not a drill”**. A text-message/phone message ALERT using Slack may also be used with the same code: **“Lock Down, Lock Down. This is not a drill”**.

In response to this announcement the following steps will be taken immediately:

The Principal, designee, or person observing the intruder will call 911 and notify the police.

Any students in the hallway will be taken to the nearest classroom by school Personnel. If students are at lunch and/or recess, these students should be moved into the multi-purpose room as soon as possible. Follow the remaining instructions below.

If it is not possible to move the students, they should be seated and quiet to await further instructions from the staff in charge. Follow the remaining instructions below or if circumstances dictate use your best judgment to protect the students or yourself.

All teachers will lock their classroom doors and will not issue any passes. NOTE: Door locks can be locked at all times. Take account of all the people in the classroom. Cover the window on the classroom door. Barricade the door if possible. Move occupants to the back corner away from the door. Be quiet and do not use cell phones.

The Emergency Response Team will report to the Main Office (for the Middle School) and the Principal's office (for the high school) to assist the Principal and/or the police, as needed.

Once the intruder is found and the building is cleared by the police, the Principal or designee will make the “All Clear” message:

“Lockdown is lifted.”

In the event that the PA system is inoperative or cannot be accessed, the Principal will use other forms of all staff communication (ex. slack, walkie talkies, announcements in the hallways).

C. Closing Procedures

After the dismissal of the final program in operation within the School and upon departure of administrative personnel, the NYPD will conduct a total building sweep to ensure that conditions are safe and secure and all students have evacuated the building.

At the conclusion of this sweep and before the NYPD leaves, the Principal or designee will confer with the NYPD to confirm that the building is safe.

D. Security of Crime Scene

Securing and restricting a crime scene is of prime importance in order to preserve evidence from being disturbed or destroyed in cases of violent crimes on School property. As such, the following procedures will be followed:

The Principal or designee will be responsible for crime scene security until relieved by law enforcement officials. In the event that the Principal is out of the School, the Executive Director will take his place. In the event that both the Principal and the Executive Director are out of the building, the following personnel will be in charge in the following order:

- Operations Director
- Dean of Students
- Student Supports Chair

No items will be moved, cleaned, or altered without prior approval from appropriate law enforcement officials.

While security of the crime scene is important, it should in no way interfere with the rescue and aid of injured persons.

SECTION IV. INCIDENT RESPONSE SYSTEM

A. Command Center

For most emergency situations a Command Center must be established. This Command Center will co-locate decision makers from the School and outside agencies (NYPD, FDNY). The primary and any alternate (in the event the primary is unusable due to crowds or otherwise becomes unsafe) Command Center locations must have telephone communications available.

The primary indoor Command Center will be:

- Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373*
 - **Room: Operations Director Office. This room can and must be secured at all times.**
- High School: *Location: 69 - 26 Cooper Ave, Queens, NY*
 - **Room: Principal's Office. This room can and must be secured at all times.**

The alternate indoor Command Center will be:

- Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373*
 - **Room: Executive Director Office 200D The entry doors can and must be secured at all times**
- High School: *Location: 69 - 26 Cooper Ave, Queens, NY*
 - **Room: Assistant Principal. This room can and must be secured at all times.**

The Principal or Director of Operations or their designee must be located at the Command Center at all times to make decisions based on the situation and to facilitate recommendations from emergency response officials. It is critical that the administrators be able to communicate with the public safety agency officials at the command post as well as with Department of Education personnel.

In instances that necessitate evacuation, and where the building has become totally unusable, the Emergency Command Center should be set up outside the perimeter of the school site, in close proximity to the building, across the street directly in front of the school buildings. This will aid in the gathering and disseminating of information and in keeping the lines of communication open between the school's administrators, the Regional Office of the Department of Education, the NYPD/School Safety Division and the parents/guardians.

The alternate area/location for the Command Center will be:

- Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373*
 - Elmhurst Public Library (86-07 Broadway, Queens, NY 11373)
- High School: *Location: 69 - 26 Cooper Ave, Queens, NY*
 - Redeemer Lutheran Church (6907 Cooper Avenue, Queens, NY)

However, it is possible that the emergency responder primarily responsible for handling the specific emergency, i.e., NYPD, Fire Department, Mayor's Office of Emergency Management, will designate a different location for this Command Center.

B. Assignment of Responsibilities

Incident Commander

In the event of an emergency occurring in the School, the Executive Director, Principal or the next person on the Chain of Command (see below) will serve as Incident Commander within the School with respect to all of the School's staff and students. In the event of a crisis, the

Incident Commander has responsibility for decision-making and coordination of the emergency response.

The Incident Commander may be replaced by a member of a local emergency response agency. After relinquishing command, the Principal, or next person in the Chain of Command, may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

The following is the Chain of Command:

Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373*

| Positi | Name | Position | Phone |
|---------------|------------------|--------------------------------|---------------|
| 1 | Angela Mu | Principal: Upper Middle School | 917-609-0291 |
| 1 | Julie Mastrella | Principal: Lower Middle School | 516 521 8521 |
| 2 | Viviana Benjumea | Director of Family Programs | 917- 891-4237 |
| 3 | Iliadys Salcedo | Director of Operations | 929-509-2922 |

High School: *Location: 69 - 26 Cooper Ave, Queens, NY*

| Positi | Name | Position | Phone |
|---------------|---------------|------------------------|--------------|
| 1 | Damali Caine | School Director | 347-268-5022 |
| 2 | Caroline Gray | Assistant Principal | 404-358-7674 |
| 3 | Jesse Keefe | Dean of Students | 929-666-4430 |
| 4 | Trinee Adams | Director of Operations | 929-683-4568 |

C. Access to Floor Plans

Detailed floor plans of the School facility are readily available in:

- Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373* - the main office.
- High School: *Location: 6907 Cooper Ave, Glendale, NY 11385*- Redeemer Lutheran Church (6907 Cooper Avenue, Queens, NY)

D. Notification and Activation

Internal Communication with Staff and Other Agencies within the School

Internal communication may be done through group messaging systems such as Slack, walkie-talkies, telephones, and/or the use of runners:

External Communication

External communication with outside agencies and other schools may be done through land-line telephones, cell phones and/or the use of runners

Communication with Law Enforcement Officials

Communication with local law enforcement officials in the event of an emergency shall be by dialing 911 on a land-line telephone or cell phone.

Communication with Parents

In the event of a violent incident or emergency requiring early dismissal, the Principal, the Director of Operations or in their absence the person in charge will distribute emergency contact information to all classroom teachers via SchoolRunner. Students are not permitted to have cell phones during school hours. Therefore, parents should know that their child students will not communicate with them during a school wide emergency. In case of an emergency requiring a lock down or evacuation, parents will be notified telephonically or by way of text and email and instructed to meet a school representative at the Command Center where they will be provided information on the emergency.

Communication with the Community

The Incident Commander (The Principal) will be the only official spokesperson who communicates with the media during an emergency situation. Messages will be translated into Spanish by the Director of Family Programs. The Incident Commander will be responsible for emergency notification of the media on behalf of the School to the wider community. The Incident Commander will respond to inquiries from parents and guardians during an emergency. In a situation where the Principal is not available, the Community Coordinator will be the media spokesperson.

E. Resources Available for Use in an Emergency

Communication Resources

In the event of an emergency, the following are available as modes of communication within the building and outside of it: two-way radios and cell phones.

Attendance for students and staff to include contact information is available in the Main Office and is updated with daily attendance counts.

Equipment

In the event of an emergency, the Main Office houses basic first aid supplies as do each of the classrooms. An AED (Automatic External Defibrillators) is available in the entrance hallway located near the main office. An Epi-pen is also available in the nurse's station.

Blueprints of the building are also available for use in case of an emergency. Detailed blueprints are housed:

- Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373*

- Building Manager's office across the street at Elm East
- High School: *Location: 69 - 26 Cooper Ave, Queens, NY -*
 - Redeemer Lutheran Church (6907 Cooper Avenue, Queens, NY)

Fire extinguishers are located throughout the building.

SECTION V. PROTOCOLS FOR DISASTERS AND EMERGENCIES

The key to handling a crisis, disaster or emergency, is to have plans and protocols in place that are regularly practiced by administrators, staff and students.

This outlines protocols that will serve as a guide for administrators and staff to use to increase the level of calm during an emergency. The listed protocols reflect examples of events that can or may occur in schools. They are not meant to serve as an exhaustive list of the full range of events that the School might experience.

It has been proven however, that many of the steps that are to be taken during the listed crisis/emergencies are transferable and can be used during most emergencies to quickly bring calm to school staff and students prior to the arrival of emergency first responders. Based on the emergency, we may evacuate the School, in which case students and staff should be removed to a location a distance away. Or in the case of a threat to the environment outside of the school, *i.e.* a building collapse, water main break or a gas leak/explosion, we may keep our students and staff in School to avoid the outside dangers.

In every disaster situation, the Incident Commander will immediately take steps to assess the situation, activate the Emergency Response Team and contact the New York City Police Department (NYPD) and/or the New York City Fire Department (FDNY) as soon as practicable. Through our recent collaborations with these agencies and the Mayor's Office of Emergency Management (OEM), we have developed protocols that will ensure that emergency responders from one, if not all of these agencies will be on site minutes after a disaster.

These procedures should be followed in the identified emergency situations:

A. Intruder – Hostage - Shooting

Notify Principal/ED, Call 911, call the Office of New Schools (ONS) of the Department of Education (212) 504-4115.

1. Implement Lock Down

2. Decision to evacuate to be made by Incident Commander. Notify: NYPD School Safety Division (SSD) at (718) 730-8900, and Safety Director, NYC DOE District 24: (718) 592-3357, NYPD/School Safety Counter-terrorism unit: (718) 730-8500.
3. Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210.

Evacuate the premises following Fire Drill Egress Routes when prompted by the NYPD, The Principal, or the Principal's designee.

The Operations of Families Associate is to leave the School with the binder that contains Emergency Contact Information.

Floor Plans are to be readily available in the Main Office.

Identify means of communicating with perpetrator(s), e.g. telephone, etc

Identify location, number and extent of injury. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary. Incident Commander will notify respective supervisors and arriving agencies, with pertinent and vital information.

If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location.

If the building cannot be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians must be called and advised of the situation and from the evacuation site A staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

B. Bomb Threat/Suspicious Package

If a suspicious package is observed, DO NOT TOUCH.

Notify Principal; and ERT, Call 911, Incident Commander will notify staff by telephone, walkie-talkie or runner alerting them to the situation.

Decision to evacuate to be made by Incident Commander in consultation with NYPD School Safety Division (SSD) at (718) 730-8800 Notify: Safety Director, NYC DOE District 24: (718) 592-3357 Notify: 718-730-8811, NYPD/School Safety Counter-terrorism unit: (718) 730-8500.

Evacuate the premises following Fire Drill Egress Routes.

The Operations Manager is to leave the School with the binder that contains Emergency Contact Information.

Floor Plans are to be readily available in the Main Office.

Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210.

Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.

If there is a suspicious package or bomb threat, the immediate area will be cleared of all personnel. Do not touch the package.

No one is to re-enter the building/affected area without authorization from the appropriate agency.

If the building cannot be re-entered, evacuated students and staff are to be sent with attendance information to the Evacuation Location.

If the building cannot be re-entered, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

Assure that the following Bomb Threat Checklist is completed at an appropriate time. These checklists will be placed near phones in the main office receiving incoming calls.

BOMB THREAT CHECKLIST

School: _____
Date: _____ Time: _____
School Official (reporting): _____
Location of Bomb (be specific): _____
How was the bomb threat received? _____
Wording of message: _____
Description of caller: _____
Name: _____ Time of Call: _____ Length of Call: _____
Voice Characteristics: ___Loud ___Soft ___High ___Deep ___Pleasant
Speech Characteristics: ___Fast ___Slow ___Intoxicated ___Stutter
Manner of Caller: ___Calm ___Angry ___Deliberate ___Emotional
___Other _____
Identity of Caller: ___Adult ___Teen ___Very ___Young Sex: ___M ___F
Background Noise: ___Quiet ___Loud ___Machine ___Traffic ___Music
Did Caller seem familiar with the school facility?

Additional Information

Was school evacuated? ___Yes ___No
If "Yes" to where: _____ Time of search: _____
Search conducted? ___Yes ___No
If "Yes" to where: _____
Status/Result of search: _____

Disposition (Check if appropriate)

Bomb Squad responded? ___Yes ___No
students dismissed after evacuation? ___Yes ___No
students/Staff returned to building after inspection at _____(time of re-entry)
Stable condition? ___Yes ___No

Order of Notification

Principal _____ Time: _____
Police Department _____ Time: _____
School Safety Division _____ Time: _____

Note: Upon receipt of a Bomb Threat and after completing the above document, call the Operations Center of the School Safety Division at 718-730-8600

C. Hazardous Material / Building Collapse / Explosion Procedures

Notify Principal, Call 911

Incident Commander will notify staff of situation by telephone

The Decision to evacuate to be made by Incident Commander in consultation with NYPD School Safety Division (SSD) at (718) 730-880 0. Notify: Safety Director, NYC DOE District 24: (718) 592-3357 NYPD/School Safety Counter-terrorism unit: (718) 730-8500.

If and when the decision to evacuate is made:

Floor Plans are to be readily available in:

- Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373* - the main office.
- High School: *Location: 6907 Cooper Ave, Glendale, NY 11385*- Redeemer Lutheran Church (6907 Cooper Avenue, Queens, NY)

Evacuation of the premises should follow Fire Drill Egress Routes or as otherwise directed by the Incident Commander or ERT.

Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210.

The NYPD and NYC Emergency Responders will secure the area affected.

Identify location, number and extent of injury. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.

No one is to re-enter the building/affected area without authorization from the appropriate agency.

If the building cannot be re-entered, evacuated students and staff are to be sent with attendance information to the Evacuation Location.

If the building cannot be re-entered parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

D. Kidnapping

Check the Emergency Contact information in our Student Management System (School Runner) or backup hard copy in emergency bags to ensure that only the legal guardian is taking the student out of the building.

Notify Principal, Call 911

Call parent/guardian contact to ensure that the scholar is not with relatives or friends. If the parent/guardian is not reachable, call all contact numbers listed on the Emergency Contact Form.

Follow Intruder Procedure if it is believed that the perpetrator might still be in the building.

Check attendance information for the scholar who is reported kidnapped.

Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210.

ERT and Incident Commander will notify respective supervisors and arriving agencies with pertinent and vital information.

Contact NYPD/SSD Operations Center at (718) 730-8800 with the information.

E. Fire Emergency

Whoever locates the fire should immediately activate the closest fire alarm. Upon evacuation the Principal should be notified as to the location of the fire in the School. If the Fire Department is not already at the School upon completion of full evacuation, the Principal is to call the Fire Department with the location of the fire.

Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210, Safety Director, NYC DOE District 11: Notify: 718-730-8811, NYPD/School Safety Counter-terrorism unit: (718) 730-8500.

Notify the NYC ERT.

ERT and Incident Commander will notify respective supervisors and arriving agencies, with pertinent and vital information.

Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.

No one is to re-enter the building without authorization from the appropriate agency.

If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location.

If the building cannot be re-entered, parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

Close all fire doors. If you have fire retardant doors in your school, they should be closed manually. Do not wait for fusible links to melt. Drafts should be eliminated and the fire should be confined to one section.

When the fire is extinguished, recharge all used fire extinguishers immediately.

F. Implied or Direct Threats of Violence

Notify the Principal or Incident Commander.

The Incident Commander will determine the level of threat (in conjunction with the NYPD School Safety Division if necessary).

An appropriate response will be made. Possible responses include: evacuating the building, calling police, sheltering-in, dismissing early.

The situation will be monitored by the Incident Commander and the response will be adjusted as needed. If necessary, the Emergency Response Team will be summoned to respond.

See above for more information on specific responses.

SECTION VI. EVACUATION

A. Accounting for Students and Staff

At the time an evacuation is ordered by the Incident Commander, the head teacher in charge of any class or the head supervisor in charge of any group of students at lunch or recess shall be responsible for accounting for all of the students in that class or group and all staff attending to those students at that time. The school leader in charge of each evacuation location will check in with each staff member in charge of students at that time to ensure that all students are accounted for.

The Operations Manager shall bring attendance records to the Evacuation Location and shall be responsible for ascertaining that all students and staff have arrived safely to the Evacuation Location.

B. Emergency Egresses

A primary and alternate leave route must be created for every room occupied by students and staff. This includes rooms that may be used intermittently throughout the day.

There are procedures that must be followed prior to the decision to evacuate the School. Emergencies and procedures are to be dealt with as prescribed in the Safety Plan. The Egress and Alternate Egress routes are the manner in which the general population is to leave the

building once the decision has been made, by the appropriate authorities, to evacuate the School.

During a Fire Drill, Bomb Threat, or neighborhood disaster or any other emergency requiring evacuation the following Egress and Alternate Egress routes will be in effect:

Emergency Egresses

Middle School

| Grade/Teacher | Room | Directions |
|---------------------------|---------------|-------------------|
| Admin wing | 200 | Stair #4 |
| Library | 201 | Stair #4 |
| 5 th Grade | 202,203,204 | <u>Stair #1</u> |
| Tutorial Room | 233 | <u>Stair #1</u> |
| Arts Room | 205 | <u>Stair #1</u> |
| Instructional Coach rooms | 206, 207 | <u>Stair #1</u> |
| 6 th Grade | 208, 209, 210 | Stair #3 |
| Dean of Students Office | 211 | Stair #3 |
| Students Supports Office | 212 | Stair #3 |
| Staff Work Room | 213 | Stair #3 |
| 7 th Grade | 214, 215, 216 | Stair #2 |
| Science Room | 226 | Stair #2 |
| Nurse Station | 225 | Stair #2 |
| Multipurpose Room | 222 | Stair #2 |
| 8 th Grade | 217, 218, 219 | Stair #2 |
| Outdoor play area | | Stair #4 |

High School

| Class Name /Teacher | Room | Exits |
|----------------------------|-------------|------------------|
| Main Office | 100 | Door 4 |
| Advisory/ SETSS/ENL | 101 | Door 4 |
| Advisory/ English | 103 | <u>Door 4</u> |
| Advisory/ Spanish | 107 | <u>Door 6</u> |
| Advisory/ History | 106 | <u>Door 6</u> |
| Student Support Suite | 109 | <u>Door 1</u> |
| Teacher Workroom | 108 | Door Alley |
| Science | 110 | Door 1 |
| Math | 112 | Door Alley |
| Gym / Nurse | 204F / 204 | Door 1 |
| Cafeteria / Kitchen | 200 | Door Recess Yard |
| SW / Nursing Rm | 201 B / C | Door Recess Yard |
| Principal Office | 104 | Door 4 |
| Deans Office | 102 | Door 4 |

C. Evacuation Post Assignments

Each classroom teacher will leave with and continue to supervise his/her assigned class. The Building Response Team (BRT) will report to their respective emergency assignment(s).

D. Evacuation Locations

In the case of an emergency, students and staff from the school will be evacuated in keeping with the locations designated below. These locations, where possible, will provide shelter to students and staff. They must also provide access for the Principal, or person in charge, to communicate with designated persons or entities. Since the Principal might be at the Command Center with the emergency responders, a designee must be responsible for all students and staff at each evacuation site. This designee should be a staff member identified within the chain of command.

- Middle School: *Location: 51-35 Reeder Street Elmhurst, NY 11373*

| Designees for Evacuation Location | | |
|------------------------------------------|------------------------------------------------|----------------------|
| Name | Location | Position |
| Director of Operations | Elmhurst Library | In front of building |
| Dean of Students | Corner of Queens Boulevard and Van Loon Street | |

The primary and secondary Evacuation Sites should be in close proximity to the main school site. It is possible however, in an emergency that affects not only your site, but also a neighborhood, district or borough, the primary and secondary location may be rendered unusable. In such a situation a third location should be identified.

| Evacuation Locations | |
|-----------------------------|---------------------------------------------------------------|
| Primary Site | Elmhurst Library 86-07 Broadway, Queens, NY 11373 |
| Secondary Site | Corner of Queens Boulevard and Van Loon Street |
| Out of Area Site | <i>Forte Prep High School: 69 - 26 Cooper Ave, Queens, NY</i> |

- High School: *Location: 69 - 26 Cooper Ave, Queens, NY*

| Designees for Evacuation Location | | |
|------------------------------------------|-----------------------------------------------------------|----------------------|
| Name | Location | Position |
| Operations Director | Redeemer Lutheran Church (6907 Cooper Avenue, Queens, NY) | In front of building |

| | | |
|------------------|----------------------------------------|--|
| Dean of Students | Corner of Cooper Ave. and 69th Street. | |
|------------------|----------------------------------------|--|

The primary and secondary Evacuation Sites should be in close proximity to the main school site. It is possible however, in an emergency that affects not only your site, but also a neighborhood, district or borough, the primary and secondary location may be rendered unusable. In such a situation a third location should be identified.

| Evacuation Locations | |
|-------------------------|-------------------------------------------------------------------------|
| Primary Site | Redeemer Lutheran Church (6907 Cooper Ave, Glendale, NY 11385) |
| Secondary Site | Glendale Public Library (78-50 73rd Place, Queens, NY) |
| Out of Area Site | Forte Prep Middle School: <i>51-35 Reeder Street Elmhurst, NY 11373</i> |

SECTION VII. SHELTERING-IN

There will be times when the appropriate response to a disaster may require that emergency responders direct that the students and staff remain within the building. This process, which is often referred to as “sheltering-in”, may require the Incident Commander to identify a location(s) in the School where students and staff can congregate that is:

- In a hallway and away from windows and glass;
- In multipurpose room

The determination that staff and students should remain inside during a disaster will be made by local law enforcement/ public safety officials. Once that decision has been made, School staff will be given particular directions as to where staff and students should be moved to as well as the steps that need to be taken to ensure that the environment that students and staff are asked to move to, remains free from the dangers outside of the School building.

While the School is only mandated by law to conduct fire drills on a yearly basis, the School Safety Committee should discuss and develop plans to prepare students and staff for events that might require use of the “sheltering-in” concept. The announcement for Sheltering in is: **“SHELTER IN, SHELTER IN”**

SECTION VIII. FIRE DRILLS

Project SAVE addresses fire drill procedures and requirements, and includes guidelines for school fire prevention safety. Frequent unannounced drills with proper leadership and discipline help ensure safe evacuation in the event of an actual emergency. Plans for fire drills shall be prepared and information posted in conspicuous locations throughout the school.

A. Purpose

The purpose of fire drills is to instruct and train students and staff in emergency evacuation procedures so that they might leave the school building in the shortest time possible and without panic in the event of an actual emergency. On hearing the fire signal, students under the leadership of teachers and other school staff must go to their designated evacuation area without delay.

B. Frequency and Monitoring

Legal Requirements:

AS REQUIRED BY STATE LAW, THE PRINCIPAL, or other person in charge, SHALL HOLD FIRE DRILLS NO LESS THAN TWELVE TIMES IN EACH SCHOOL YEAR, EIGHT OF WHICH SHALL BE HELD PRIOR TO DECEMBER FIRST. Neglect by a principal, or other person in charge, to comply with the above requirements is a misdemeanor punishable by a fine and/or imprisonment.

In buildings with fire escapes, at least four of the drills shall include the use of such escapes.

In buildings in which summer school is conducted, at least two additional drills shall be conducted, one of which shall be held the first week of summer school.

A record and evaluation of each fire drill shall be maintained.

C. Guidelines

All students and staff in the school must obey fire drill signals and regulations.

Equal emphasis should be placed on evacuating the school in a quick and orderly fashion. No running or horseplay shall be tolerated.

Fire drills shall be conducted under varying circumstances at varying hours and at unannounced times to simulate actual emergency conditions. (For example, one exit should be blocked by closing off the exit area during the fire drill.)

Ringling the fire bell is the usual signal for a drill. However, staff and students should be aware of alternate procedures in case of malfunctioning of the bell system. Alternate signals, such as classroom bells, public address announcements, hand bells or messengers, may be used.

Instructions involving fire drills and evacuation paths to be used shall be posted in every classroom, auditorium, and cafeteria. Details of the school's fire drill plan should include the current number of students in holding rooms. Holding rooms are designated areas where physically handicapped students and staff wait for the Fire Department. The Fire Department

will provide means of egress, when necessary. The fire drill is not complete until all students are out of the building or in holding rooms. Holding rooms must be left unlocked during occupancy.

Teachers and the Operations Manager shall bring with them attendance information to ensure the safe evacuation of all students.

D. Fire Safety

All students and staff must be evacuated and the alarm sounded when an emergency arises or is suspected. The decision must be made immediately; investigation of the emergency should be made after everyone has safely left the building.

Teachers and all other school staff should receive an orientation session concerning fire safety. Orientation should be held cooperatively by the Principal and the Director of Operations of the school at the beginning of each year. This meeting should be devoted to fire safety and an actual demonstration of firefighting equipment should be included. Items to be covered at the meeting should include, but need not be limited to, the following:

Staff should familiarize themselves and be aware of methods of transmitting an alarm, including telephones, and pull stations in the school building.

Staff should be aware of the location and proper use of fire extinguishers. The Principal must be certain that all school personnel know the location of the fire alarm signal boxes located in the school and know how to operate them.

Staff should be informed of regulations regarding flammable materials, stage settings, decorations, and use of electrical equipment, chemical substances in laboratories, and other potential fire hazards.

All school staff and students should be completely familiar with fire exit drills and evacuation plans.

Building inspections shall be conducted daily by the Fulltime Contract Custodian, with particular attention given to the presence of fire hazards, proper equipment, access to fire doors, and visibility of signs. These inspections shall be recorded in a log book with any observed deficiency recorded and reported to the Principal or her designee.

All exit doors must be readily operable from the inside whenever the building is occupied. The chaining or padlocking of fire doors is a punishable violation of the Administrative and Fire Safety Codes.

Signs prohibiting use of elevators during fire drills and emergencies shall be posted near elevators and shall provide information regarding stairway exits.

SECTION IX. RECOVERY FROM EMERGENCY

The aftermath of a severe act of violence or other emergency can have a major effect on the well-being of students, school staff and the entire school community. Generally, the Post-Incident Response Team will enlist the services of pre-identified in-building medical counselors and mental health experts. If in-building resources are inadequate or need to be supplemented, additional medical and mental health resources will be sought outside the building. The Post-Incident Response Team has developed the following procedures for post-incident response:

Short Term Response

- Providing mental health counseling for students and staff.
- Assuring School building security.
- Restoring the School to full operations.
- Providing a post-incident response critique.

Long Term Response

- Providing mental health counseling (will monitor for post-traumatic stress behavior).
- Assuring School building security.
- Providing mitigation to help prevent recurrence and impact.

SECTION X. MEDICAL EMERGENCY RESPONSE INFORMATION

A. Health Protocols

Schools are often informed of health information regarding individual students in a variety of ways (parent/scholar verbal communications to teachers and other staff, review of health records, doctors’ notes, etc.). Sometimes these health conditions may affect a scholar’s participation in school activities (e.g., a cardiac condition) or may affect other students/staff (e.g., a significant infection).

The person at the School who is responsible for receiving all health information about students:

Middle School:

| Staff Name | Role | Room # | Phone # |
|---------------|----------------------|--------|--------------|
| Danna Mendoza | Families Team Member | 200 | 929-666-4430 |

**Certified in CPR and AED*

High School:

| Staff Name | Role | Room # | Phone # |
|----------------|----------------------|-------------|--------------|
| Jeanette Plaza | Families Team Member | Main Office | 929-509-3099 |

**Certified in CPR and AED*

Because health information may require some interpretation and consultation with health professionals, it is best reviewed by a nurse, administrative staff, or other trained staff, in consultation with medical professionals. The person at the School who is responsible for

reviewing this information about health conditions, and consulting with health persons as appropriate:

Middle School:

| Staff Name | Role | Room # | Phone # |
|------------------|-------|--------|--------------|
| Mayfield McGowan | Nurse | 225 | 929-666-4435 |

High School:

| Staff Name | Role | Room # | Phone # |
|-----------------|-------|--------|--------------|
| Michael Khaymov | Nurse | 204 | 646-206-7710 |

The person responsible for implementing health recommendations (e.g. activity restrictions, public health investigations, informational letters to parents, etc.) once information is obtained by the above person:

| Staff Name | Role | Room # | Phone # |
|-------------------|------------------------|--------|--------------|
| Stephanie Innella | MS Assistant Principal | 207 | 929-666-4439 |
| Caroline Gray | HS Assistant Principal | 105 | 929-506-1247 |

B. Students with Special Needs

The following is a list of medically fragile students with significant health issues that will require assistance in the event of an emergency. Students listed below should be identified by the school nurse (or other senior health staff) in consultation with the Principal.

C. Health Resources

Health Services

The person responsible for school health services:

| Staff Name | Role | Room # | Phone # |
|------------------|-------|--------|--------------|
| Mayfield McGowan | Nurse | 225 | 929-666-4435 |
| Michael Khaymov | Nurse | 204 | 646-206-7710 |

Mental Health Services

The mental health staff (Dean of students, Principal) available on site daily:

| Staff Name | Role | Room | Phone # |
|-------------|---------|------|--------------|
| Jesse Keefe | HS Dean | 102 | 585-261-4084 |

| | | | |
|-------------------|---------------------|------|--------------|
| Sam Tyson | HS School Counselor | 202 | 929-506-1245 |
| Ryan Moore | MS Dean | 207 | 929-666-4439 |
| Lauren Lucksavage | MS Associate Dean | 207 | 929-666-4439 |
| Laura Diaz | MS School Counselor | 200F | 929-666-4444 |

D. Blood Borne Pathogens

The School's site administrator for issues of exposures to blood borne pathogens, etc. Latex Gloves will be pre-positioned in all classrooms and in the administrative wing and the nurse's station.

| Staff Name | Role | Room # | Phone # |
|------------------|-------|--------|--------------|
| Mayfield McGowan | Nurse | 225 | 929-666-4435 |
| Michael Khaymov | Nurse | 204 | 6460206-7710 |

The person(s) trained in CPR/Heimlich at the School:

Middle School

| Staff Name | Role |
|------------------|----------------------|
| Mayfield McGowan | Nurse |
| Ili Salcedo | Operations Director |
| Claudia Martinez | Operations Associate |
| | |
| | |
| | |

High School

| Staff Name | Role |
|-----------------|----------------------|
| Temporary Nurse | Nurse |
| Jesse Keefe | Dean of Students |
| Katherine Lopez | Sports Teacher |
| Jeanette Plaza | Families Team Member |
| Trinee Adams | Operations Director |
| | |
| | |

Epi Pen

The person(s) who is trained to administer an epi-pen in case of anaphylaxis:

| Staff Name | Role | Room # | Phone # |
|------------------|-------|--------|--------------|
| Mayfield McGowan | Nurse | 225 | 929-666-4435 |
| Michael Khaymov | Nurse | 204 | 646-206-7710 |

Automated External Defibrillator

The person who is trained to use an Automated External Defibrillator (AED):

| Staff Name | Role | Room # | Phone # |
|-------------------|-------------|---------------|----------------|
| Mayfield McGowan | Nurse | 225 | 929-666-4435 |
| Michael Khaymov | Nurse | 204 | 646-206-7710 |

- The universal notification code for AED emergencies is: **CODE BLUE**
- AEDs are located in Main Entrance and Mini-Building Main Entrance
- Machines are compatible with young children and adults

Medical Room

The room number of the medical room: 225 (Middle School) 204 (High School)

Medical Supplies

The following are medical supplies kept in a room other than the medical room:

First aid kit – Each Classroom, Main Office, Nurse Office

The following person(s), other than the nurse or other school health staff, has (have) access to this medical equipment in case of an emergency:

The Emergency Medical Bag is kept in the following location: **Main Office**

The person responsible for maintaining the contents and accessibility of the Emergency Medical Bag:

- Middle School: Danna Mendoza (Families Team Member)
- High School: Jeanette Plaza (Families Team Member)

As part of Universal/Standard Precautions, gloves are available in the following location(s):

All classrooms

The School’s Automatic Emergency Defibrillator is kept at the following location(s):

Stairwell Upper outside of the Cafeteria.

SCHOOL SAFETY PLAN ENDORSEMENT
Academic Year 2023-2024

This School Safety Plan has been reviewed by the individuals whose signatures appear below
and approved by the Executive Director and Principal.

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APPENDICES

Appendix A Emergency Resource Contact Info

Appendix B School Staff – Names and Contact Numbers