



**CLASSICAL**  
CHARTER SCHOOLS

## **South Bronx Classical Charter School III**

### **School Safety Plan**

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## **I. INTRODUCTION**

Emergencies in schools must be addressed in an urgent and effective manner. In response to threats that affect schools, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in schools. Charter schools are considered districts in and of themselves and we are required to have both District and Building Level Project SAVE School Safety. This document is the school's combined District-wide and Building-Level Project SAVE School Safety Plans.

South Bronx Classical Charter School III ("SBC III") plans to engage and seek feedback from parents, local police, security, school faculty and staff in creating this plan. The SBC III School Safety Plan was developed by the School Safety Team, which is listed in the chart below.

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

- 1) To create an atmosphere and set of practices that prevent violence or unsafe conditions
- 2) To create/implement a plan that will minimize the effects of serious violent incidents and Emergencies
- 3) To have an effective response plan for all predictable safety concern situations
- 4) To produce a document that can be used as the basis for informing and training all school staff and key parties in regard to keeping our school safe.

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

### **Key School Data:**

Address: 3458 Third Avenue

Phone number: 929-232-2025

School Director: Rebecca Scognamiglio

Executive Director: Lester Long

Student Transportation – Via Subway, MTA bus, and DOE yellow bus

## **II. GENERAL GUIDLINES**

### **A. Purpose**

The SBC III Safety Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Trustees, the School Safety Team was created and charged with the development and maintenance of an SBC III School Safety Plan. This plan includes input from parents, students, staff and school safety and other personnel.

This Safety Plan was developed by the School Safety Team through a series of meetings attended by constituencies outlined above, following Safety Plan guidelines distributed by NYSED.

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 actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

## **B. School Safety Team**

The SBC III Safety Team is listed below:

<b>Name</b>	<b>Title</b>
Rebecca Scognamiglio	School Director
Michelle Caraballo	Operations Manager
Elizabeth Walsh	Dean of Students
Joseph Irizarry	Operations Assistant
Mary Royer	Instructional Coach

## **C. Operations**

The initial response to all emergencies at SBC III 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 Core School Safety Team will also serve as the Emergency Response Team and Post Incident Response Team.

## **D. Access to Floor Plans**

Building floor plans and a diagram indicating School Evacuation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of the School Safety planning process. Every member of the School Safety Team will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official School Safety Binder (maintained by the Operations Manager, and kept in the Main Office).

## **E. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this Safety 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. The Plan will be formally adopted by the Board of Trustees. 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.

This Plan will be reviewed periodically during the year and will be maintained by the School Safety Team.

## **III. Risk Reduction, Prevention, and Intervention**

### **A. Prevention and Intervention**

SBC III will implement violence prevention and intervention protocols as a primary means of ensuring student and school safety. These protocols include Prevention Programs, Drills, School Safety Team Response Training, Implementation of Security Protocols, and Coordination with Local Emergency Officials.

### *Prevention Programs*

- SBC III has a strong Character Education program that teaches students about harm of bullying. In addition, our Dean of Students and School Psychologist engage in peer mediation and mentoring programs.
- Through its Code of Conduct, SBC III will create a positive and safe learning environment that minimizes potential conflicts or altercations.

### *Drills*

The School Safety Team will conduct drills by running through the execution of each of our multi-hazard plans:

- SBC III will review all emergency response plans with students within the first two weeks of school to ensure all students understand expectations for their behaviors during emergency situations.
- SBC III will conduct mandated actual safety drills that test components of the School Safety Plan. These drills will be conducted in coordination with local emergency response and preparedness officials. SBC III will schedule the dates and times of drills with local officials. Prior to a drill, SBC III will contact local officials to announce that the drill is about to begin.

The precise schedule for School Safety Drills is determined annually. There will be two (2) School Safety Drills in each of the months of September, October, November, December, May, and June.

### *School Safety Team Response Training*

In preparation for planning and executing drills, the School Safety Team will review information on the NYSED and New York State Center for School Safety websites as well as the Safety Plans of its sister schools. In addition, SBC III will do the following:

- SBC III monitors all entrances and exits through the use of video cameras
- The School will review the detail of its Safety Plan with all faculty and staff prior to school opening, including procedures, Safety Team roles and responsibilities, and back up plans. Staff will sign off on having reviewed and understood the SBC III School Safety Plan.
- At least one Safety Team member will attend a school safety training offered by the NYC DOE and share best practices with the SBC III School Safety Team.
- A minimum of two members of the SBC III School Safety Team will be certified in CPR and the use of an AED.

### *Implementation of Security Protocols*

- Deans of Students monitor the Main Entrance of the school during student admittance and dismissal.
- Teachers or a member of Administration always escort student when they travel in the hallways.
- The front door of the school will be open at the start of the day, monitored by the Dean of Students. Following that, visitors must be buzzed in to the building.
- All school visitors will be required to show identification upon entering the school building and must wear a school visitor badge while in the school. Visitors will be escorted to classrooms and offices.
- The School security cameras are located at each entrance and each school hallway.
- All members of the School Safety Team will have access to their cell phones as a best means of communication in the event of an emergency drill or actual emergency.

### *Coordination with Local Emergency Officials*

The SBC III School Safety Team Leader will contact local emergency officials to review Emergency procedures, to verify contact protocols and information, and to coordinate their involvement in SBC III School Safety drills.

### **B. Hazard Identification**

Through a walk-through and in consultation with local police, the School Safety Team identified the following potential emergency sites and situations:

<b>Potential Emergency Site</b>	<b>Potential Emergency Situation</b>
School Building (Hallways, Cafeteria, Bathrooms)	Student or Parent/Guardian confrontation
School Buses	Student or Parent/Guardian confrontation
Field Trips	Student or Parent/Guardian confrontation

### **IV. Response**

#### **A. Assignment of Responsibilities**

The chain of command at SBC III in the case of emergencies is as follows:

1. School Director
2. Operations Manager
3. Dean of Students
4. Operations Associate
5. Instructional Coach

#### **B. Continuation of Operations**

In an emergency, the School Director, or his or her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of the local emergency response team. The School Director, or designee, may be asked to serve as a support role as part of a Unified Incident Command by the local emergency response agency. The schools will follow the Chain of Command outlined above to ensure continuity of operations.

#### **C. Access to Floor Plans**

A set of floor plans and a diagram indicating the routes students and staff will take to these sites will be provided to local emergency response agencies as part of the School Safety Planning process. Every member of the School Safety Team will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official School Safety Binder, which is kept in the Main Office.

#### **D. Notification and Activation (Internal and External Communications)**

In the event of an emergency, the following internal and external communications systems will be utilized, depending on the situation:

- Cell Phones of School Safety Team and staff

- Email
- Text messaging
- Direct Communication (in-person)

#### **E. Standard Notification Protocol**

- Notification of an incident or hazard development to the School Director as soon as possible following its detection
- In the event of an emergency, the School Director will notify all building occupants to take appropriate protective action
- Upon the occurrence of violent incident, the School Director will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School Safety Binder in the Main Office.
- In the event of disaster or violent act, the School Director will also notify the Board of Directors via phone, and all staff via walking to classrooms and offices if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.
- As necessary, SBC III will notify parents of a violent incident or early dismissal through use of its School Messenger system, Jupiter.

#### **F. Situational Responses**

Plans are in place and are detailed in the appended for:

##### ***Multi-Hazard Response***

- Fire (Fire/Evacuation)
- Intruder in the Building (Hard-Lock Down)
- Medical Emergency (Shelter In)
- Threat of Violence (by student, staff, visitor, other) (Hard-Lock Down)
- Explosive/ Bomb Threat (Hard-Lock Down)
- Hostage/ Kidnapping (Hard-Lock Down)
- Civil Disturbance (Hard-Lock Down)
- School Bus Accident (Fire/Evacuation)
- Gas Leak (Fire/Evacuation)
- Hazardous Material (Fire/Evacuation)
- Biological Threat (Fire/Evacuation)
- Radiological Threat (Fire/Evacuation)

##### ***Response to Acts of Violence***

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

- Injured parties will be taken care of

- Offending individual will be contained
- School Director will determine the level of threat
- If necessary, the immediate area of the act will be isolated and/or evacuated
- If necessary, lockdown procedures will be activated
- If necessary, local law enforcement agencies will be notified
- If necessary, initiate early dismissal
- If necessary, initiate shelter or evacuation procedures

**Protective Action Options**

<b>Potential Situation</b>	<b>Plan</b>
School Cancellation	<p>School Director monitors situation that may warrant school cancellation:</p> <ul style="list-style-type: none"> <li>• Make cancellation determination</li> <li>• Inform Families/Students</li> <li>• Inform Staff</li> <li>• Inform Board</li> <li>• As necessary, inform other parties</li> </ul>
Early Dismissal	<p>School Director monitor situation that may warrant early dismissal:</p> <ul style="list-style-type: none"> <li>• Make early dismissal determination</li> <li>• Decide on time of early dismissal</li> <li>• Contact transportation providers and make required arrangements</li> <li>• Inform families, students, and staff</li> <li>• Inform Staff</li> <li>• Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>
Evacuation	<ul style="list-style-type: none"> <li>• Determine level of threat</li> <li>• If necessary, contact transportation providers and make required arrangements</li> <li>• Clear all evacuation routes and sites</li> <li>• Evacuate staff and students to pre-arranged evacuation site</li> <li>• Account for all students and staff populations</li> <li>• Report any missing persons to School Director</li> <li>• Make determination regarding early dismissal</li> <li>• Ensure adult/continued school supervision/security</li> <li>• Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>
Move to a Sheltering Site	<ul style="list-style-type: none"> <li>• Determine level of threat</li> <li>• Confirm sheltering location, depending on nature of incident</li> <li>• Evacuate staff and students to pre-arranged sheltering site</li> <li>• Account for all students and staff populations. Report any missing persons to Head of School</li> <li>• Make determination regarding early dismissal</li> <li>• If dismissing early, contact families/transportation providers for pick up</li> <li>• Ensure adult/continued school supervision/security</li> </ul>

	<ul style="list-style-type: none"> <li>• Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>
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### G. Security of Crime Scene

The School Director, or designee, is responsible for crime scene security and crime related evidence until relieved by law enforcement officials. No item shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency. Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

### V. Recovery

SBC III post incident responses will include:

- Mental health counseling availability for staff and students
- Upgraded building security
- Post incident investigation
- Actions, as appropriate, to reduce the likelihood of repeat occurrence and reduced impact if it happens again

### IX. School Safety Team Contact Information

Name	Title	Position	Email Address
Rebecca Scognamiglio	School Director	Team Leader	RScognamiglio@southbronxclassical.org
Michelle Caraballo	Operations Manager	Team Member	MCaraballo@southbronxclassical.org
Elizabeth Walsh	Dean of Students	Team Member	EWalsh@southbronxclassical.org
Raylin De Jesus	Operations Assistant	Recorder	Rdejesus@southbronxclassical.org
Mary Royer	Instructional Coach	Team Member	MRoyer@southbronxclassical.org

### X. Local emergency resources contact list

Police Precinct: 42<sup>nd</sup> Precinct, 830 Washington Ave, Bronx, NY 10451  
 Fire Department: FDNY EMS Station 55, 3134 Park Ave, Bronx, NY 10451  
 Engine 50, Ladder 19, 1155 Gouverneur Pl, Bronx, NY 10456

### XI. Fire/Evacuation, Hard-Lock Down, Soft-Lock Down, and Shelter in Procedures

#### Fire/Evacuation Procedure

1. **Fire Alarm:** Scholars silently transition to their class line spots, bringing nothing with them.
2. **Teacher:** Brings the emergency folder that includes class roster, procedures, and emergency contact information.
3. **Hallway Transition:** Scholars walk in two lines to the assigned exit.
  - **Exit A: Scholars north of the elevator shaft**
  - **Exit B: Scholars south of the elevator shaft**



4. **Exit:** Scholars proceed directly to the designated spot outside without stopping.
5. **Outside line:** Once in the right place, scholars about face and wait quietly in line until allowed to re-enter the building.
6. **Re-entry:** Scholars enter through the same door and walk back to class.
7. **Shelter:** In the case that the building needs to remain evacuated, scholars will walk to the designated shelter location, 3463 Third Ave, Bronx, NY 10456.

#### **Types of Emergencies:**

- **Hard Lockdown:** Imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, School Safety Team, will take appropriate lockdown action and await the arrival of first responders.
- **Soft Lockdown:** There is no identified imminent danger to the sweep teams, School Safety Team will proceed with hallway sweep activities.
- **Shelter-In:** No immediate danger inside the building and instruction should continue, but all classroom and building doors should be locked. School Safety Team proceed with hallway sweep activities.

#### **Lockdown Procedure:**

- You will hear **“Attention: We are now in Soft/Hard Lockdown” over the PA system. This will be stated twice.**
  - Using normal procedures, scholars should be transitioned to their rug spots **SILENTLY**. It is extremely important that scholars are out of sight and **SILENT**.
- Teachers should check the hallway outside of their classrooms for scholars, lock the classroom door, and turn the classroom lights off.
- Teachers should then move away from the door and sit on the rug out of sight with the scholars, reassuring scholars that everything is okay and it will be over soon.
- Take attendance and account for any missing scholars by contacting the main office.
- Wait for first responders to open the door or until the all-clear message is given: “The lockdown has been lifted.”

#### **Shelter-In Procedure:**

- You will hear **“Attention: We are now in a shelter-in” over the PA system. This will be stated twice.**
- Teachers should check the hallway outside of their classrooms for scholars, close classroom doors, and continue with instruction.
- Scholars are not allowed in the hallway or bathrooms for any reason.
- All outside doors of the school will be locked. The Police department will then come to the school and lift the Shelter-In.