



South Bronx Classical Charter School V

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 V ("SBC V") plans to engage and seek feedback from parents, local police, security, school faculty and staff in creating this plan. The SBC V School Safety Plan was developed by the School Safety Team, which is listed in the chart below (Chart 1.A)

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: 3880 Sedgwick Avenue, Bronx NY 10463

Phone number:

School Director: Jade Diaz

Executive Director: Lester Long

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

II. GENERAL GUIDELINES

A. Purpose

The SBC V 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 V 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 V Safety Team is listed below:

Name	Title
Jade Diaz	School Director
Julissa Ortiz	Operations Manager
Tanisha Reid	Dean of Students
Lynn Sidney	Operations Assistant

C. Operations

The initial response to all emergencies at SBC V 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 V 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 V 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 V 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 V 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 V 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 V will schedule the dates and times of drills with local officials. Prior to a drill, SBC V 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 V will do the following:

- SBC V monitors all entrances and exits through the use of a contracted security guard from Blackstone Security as well as 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 V 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 V School Safety Team.
- A minimum of two members of the SBC V School Safety Team will be certified in CPR and the use of an AED.

Implementation of Security Protocols

- The Dean of Students will monitor the Main Entrance of the school during student admittance and dismissal.
- A contracted security guard from Blackstone Security monitors the entrance at all other times of the day and acts as a liaison between outside visitors and operations team members.
- 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 operating entrance and each school stairway.

- 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 V 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 V 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:

Potential Emergency Site	Potential Emergency Situation
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 V in the case of emergencies is as follows:

1. School Director
2. Operations Manager
3. Dean of Students
4. Operations Assistant

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)
- Public Broadcast System / All-Call

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 V 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

<i>Potential Situation</i>	<i>Plan</i>
School Cancellation	School Director monitors situation that may warrant school cancellation: • Make cancellation determination • Inform Families/Students • Inform Staff • Inform Board • As necessary, inform other parties
Early Dismissal	School Director monitor situation that may warrant early dismissal: • Make early dismissal determination • Decide on time of early dismissal • Contact transportation providers and make required arrangements • Inform families, students, and staff • Inform Staff • Retain appropriate school personnel on site until all students have been returned home/picked up
Evacuation	• Determine level of threat • If necessary, contact transportation providers and make required arrangements • Clear all evacuation routes and sites • Evacuate staff and students to pre-arranged evacuation site • Account for all students and staff populations • Report any missing persons to School Director • Make determination regarding early dismissal • Ensure adult/continued school supervision/security • Retain appropriate school personnel on site until all students have been returned home/picked up
Move to a Sheltering Site	• Determine level of threat • Confirm sheltering location, depending on nature of incident • Evacuate staff and students to pre-arranged sheltering site • Account for all students and staff populations. Report any missing persons to Head of School • Make determination regarding early dismissal

	• If dismissing early, contact families/transportation providers for pick up • Ensure adult/continued school supervision/security • Retain appropriate school personnel on site until all students have been returned home/picked up
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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.

H. Communicable Disease State Disaster Emergency Protocol

In accordance with Commissioner's Regulation §155.17(c)(1)(xx), SBC V has established the following protocols to respond to a declared State Disaster Emergency involving a communicable disease. These protocols are intended to protect the health and safety of students, staff, families, and visitors while ensuring continuity of essential school operations to the greatest extent practicable. SBC V will comply with all applicable Executive Orders, guidance issued by the New York State Department of Health (NYSDOH), the New York City Department of Health and Mental Hygiene (NYC DOHMH), the New York State Education Department (NYSED), and any other applicable governmental authority.

Essential Personnel

For purposes of a declared communicable disease emergency, all SBC V employees, with the exception of network-based staff whose responsibilities can be performed remotely, are considered essential personnel and may be required to report to the school building or another designated work location, subject to applicable public health orders and operational needs.

Essential positions include, but are not limited to:

- School Director
- Operations Manager
- Operations Assistant
- Dean of Students
- Teachers
- Student Support Services personnel
- School Nurse
- Security personnel
- Custodial and facilities personnel
- Food service personnel
- Other school-based employees whose physical presence is necessary to maintain school operations

Telecommuting for Non-Essential Employees

Employees whose responsibilities can be effectively performed remotely, including network-based staff, may be authorized to telecommute during a declared communicable disease emergency. Supervisors will establish expectations regarding work schedules, communication, availability, assigned responsibilities, and participation in virtual meetings. Employees working remotely will remain responsible for carrying out assigned duties and complying with all applicable school policies.

Staggered Work Schedules

To the extent practicable, SBC V may stagger reporting times, work schedules, meal periods, and other staff activities to reduce congestion within the school building and minimize overcrowding on public

transportation and in shared workspaces. The School Director and **Operations Manager** will determine staffing schedules based on operational needs and current public health guidance.

Procurement and Distribution of Personal Protective Equipment (PPE)

The **Operations Manager** is responsible for maintaining an inventory of personal protective equipment (PPE) and procuring additional supplies as needed. PPE may include, but is not limited to:

- Face masks
- Disposable gloves
- Hand sanitizer
- Cleaning and disinfecting supplies
- Face shields or other protective equipment as recommended by public health authorities

The School will monitor inventory levels regularly and replenish supplies to ensure appropriate resources are available during a communicable disease emergency.

Employee Illness, Exposure, and Return-to-Work Procedures

Employees who have been exposed to a communicable disease, exhibit symptoms of illness, or receive a positive test result shall notify their supervisor as soon as practicable and follow all applicable public health guidance regarding isolation, testing, medical evaluation, and return-to-work requirements.

The School may implement additional mitigation measures as recommended by public health authorities, including symptom screening, temporary work restrictions, enhanced cleaning and disinfection, contact notification, or other measures necessary to reduce workplace transmission.

Documentation of Work Hours and Locations

The School will maintain records of employee work schedules, assigned work locations, and hours worked during any declared communicable disease emergency. Employees assigned to work remotely will continue to document their work activities and availability in accordance with established school procedures.

Emergency Housing

Should emergency housing become necessary for essential personnel during a declared State Disaster Emergency, SBC V will coordinate with New York City Emergency Management, local government agencies, and other appropriate partners to identify available emergency housing resources for affected employees.

Public Health Mitigation Measures

SBC V will implement public health mitigation measures consistent with guidance issued by NYSDOH, NYC DOHMH, NYSED, and other appropriate governmental authorities. Such measures may include, but are not limited to:

- Contact tracing, when required;
- Diagnostic or screening testing;
- Isolation and quarantine procedures;
- Social distancing measures;
- Enhanced cleaning and disinfection;
- Hand hygiene protocols;
- Improved ventilation practices;
- Face covering requirements; and
- Any additional measures required by applicable public health guidance.

The School Safety Team will periodically review these protocols following drills, actual emergencies, or updated governmental guidance and revise this Safety Plan as necessary to maintain compliance with applicable laws and regulations.

I. Emergency Remote Instruction Plan

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In accordance with Commissioner's Regulation §155.17(c)(1)(xxi), SBC V has established the following Emergency Remote Instruction Plan to ensure continuity of instruction during any emergency requiring the temporary closure of the school building. The School's goal is to provide students with uninterrupted access to high-quality instruction while maintaining compliance with all applicable State and federal requirements.

Student Access to Computing Devices and Internet Connectivity

To ensure all students are able to participate in emergency remote instruction, SBC V will conduct an annual technology survey of students and families to identify access to computing devices and reliable internet service. Survey results will be used to maintain an inventory of technology needs and to inform emergency planning.

Students in **Grades 3 and above** are assigned school-issued Chromebooks for regular instructional use. Students in **Kindergarten through Grade 2** who require a computing device for emergency remote instruction will be issued a school-owned device based on identified need. The **Operations Team** is responsible for coordinating the annual technology survey, maintaining device inventories, and distributing devices during emergency school closures.

Families without reliable internet connectivity will be provided with mobile hotspots, subject to availability, to ensure students are able to participate in remote instruction.

Should emergency conditions require immediate school closure, the School will communicate technology distribution procedures to families through **Jupiter**, email, telephone, text messaging, and other established school communication systems.

Delivery of Instruction

During emergency remote instruction, SBC V expects instruction to remain primarily synchronous whenever practicable. Teachers will provide live instruction through **Zoom** according to a modified daily schedule established by school leadership.

Asynchronous learning activities are intended to supplement, rather than replace, live instruction. Independent work may include assignments, practice activities, recorded lessons, projects, and assessments designed to reinforce concepts introduced during synchronous instruction.

Student attendance will be recorded in **Jupiter** for each scheduled instructional period in accordance with School attendance procedures.

Teachers may utilize **ClassDojo** to reinforce student engagement and participation during live instruction and **Datamate** to monitor student learning, assess academic progress, and inform instructional decisions during periods of remote learning.

School leadership will continue classroom observations, coaching, and instructional support through virtual classroom visits, review of instructional materials, and ongoing feedback to teachers.

Students Unable to Participate Through Digital Technology

If a student is temporarily unable to participate in remote instruction through digital technology due to technology limitations, illness, disability, or other documented circumstances, SBC V will make reasonable efforts to ensure continuity of learning through alternative instructional methods.

Alternative instructional supports may include:

- Printed instructional materials;
- Telephone conferences with teachers;
- Individualized instructional support;
- Alternative assignments;
- Additional opportunities to complete coursework upon return to school; and
- Other accommodations determined appropriate by the School.

School leadership will work with families to identify barriers to participation and implement appropriate supports whenever practicable.

Students with Disabilities

Students with disabilities will continue to receive a Free Appropriate Public Education (FAPE) during periods of emergency remote instruction to the greatest extent practicable and consistent with applicable federal and State law.

Special education instruction, related services, accommodations, and modifications will continue to be provided in accordance with each student's Individualized Education Program (IEP), to the extent feasible under emergency conditions.

Special education teachers, related service providers, and school leadership will collaborate with families to determine the most appropriate methods for delivering specialized instruction and related services, which may include:

- Live virtual instruction;
- Teletherapy services;
- Small-group instruction;
- Individual instructional sessions;
- Consultation with families;
- Home-based instructional materials; and
- Compensatory services when appropriate and consistent with applicable law.

The School will continue to monitor student progress and document services provided throughout the duration of emergency remote instruction.

Family Communication

The School recognizes that consistent communication with families is essential during emergency school closures. SBC V will communicate instructional expectations, schedules, technology distribution procedures, attendance expectations, and other important information through established communication systems, including:

- **Jupiter**
- Email
- Telephone calls
- Text messaging
- School website, when appropriate

Families will be encouraged to communicate questions or concerns directly with teachers or school leadership throughout any period of remote instruction.

Professional Responsibilities

All instructional staff are expected to maintain regular communication with students and families, provide timely feedback on student work, monitor attendance and participation, and participate in professional meetings and collaborative planning sessions as directed by school leadership.

School administrators will continue to support teachers through regular communication, professional development, instructional coaching, and monitoring of instructional quality throughout periods of emergency remote instruction.

State Aid Instructional Hours

Should emergency remote instruction become necessary, SBC V will maintain records of instructional days and instructional hours provided through remote instruction in accordance with applicable New York State Education Department requirements. To the extent applicable, the School will report instructional

hours for State aid purposes consistent with Section 175.5 of the Commissioner's Regulations and any subsequent guidance issued by NYSED.

V. Recovery

SBC V 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

VI. School Safety Team Contact Information

Title	Position
School Director	Team Leader
Operations Manager	Team Member
Dean of Students	Team Member
Operations Associate	Recorder

VII. Local emergency resources contact list

Police Precinct: 50th Precinct, 3450 Kingsbridge Avenue, Bronx, NY 10463
Fire Department: FDNY EMS Battalion 19, 2285 Jerome Avenue, Bronx, NY 10468
Engine 81, Ladder 46, 3025 Bailey Avenue Bronx, NY 10463

VIII. Types of Emergencies

Evacuation

Evacuation means moving students and staff from a school building to a predetermined safe location for their protection in response to an emergency. Evacuation is initiated when remaining inside the building poses a greater risk than leaving.

Shelter/Shelter-in-Place

Shelter or shelter-in-place means keeping students and staff inside the school building and sheltering them when it is deemed safer to remain inside rather than return home or evacuate. Instruction may continue as appropriate.

Lockdown

Lockdown means immediately clearing hallways, locking and/or barricading doors, hiding from view, and remaining silent while readying a plan of evacuation as a last resort. Lockdown is initiated during

incidents that pose an immediate threat of violence in or around the school. Lockdown will only end upon physical release by law enforcement.

Hold/Hold-in-Place

Hold or hold-in-place means the restriction of movement of students and staff within the building while responding to a short-term emergency or situation requiring limited movement.

Secure/Lockout

Secure or lockout means students and staff remain inside school buildings that are locked and secured during incidents that pose an imminent concern outside the school. Instruction may continue inside the building.

IX. Emergency Procedures**Lockdown Procedure**

You will hear: "Attention: We are now in 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 immediately check the hallway outside their classroom for scholars, bring them into the room if safe to do so, lock and/or barricade the classroom door, and turn the classroom lights off.

Teachers and scholars should move away from doors and windows and sit on the rug or designated safe area out of sight. Teachers should reassure scholars quietly that they are safe.

Take attendance and account for any missing scholars by contacting the main office only if it can be done safely.

No one may open the classroom door for any reason. Lockdown will end only when law enforcement physically releases the room or secured area.

Shelter / Shelter-in-Place Procedure

You will hear: "Attention: We are now in a Shelter-in-Place" over the PA system. This will be stated twice.

Teachers should check the hallway outside their classrooms for scholars, close and lock classroom doors, and continue instruction as appropriate.

Scholars are not permitted in the hallways or bathrooms for any reason.

All outside doors of the school will be locked. Emergency responders or school leadership will determine when the Shelter-in-Place is lifted and communicate the all-clear.

Hold / Hold-in-Place Procedure

You will hear: "Attention: We are now in a Hold" or "Hold-in-Place" over the PA system. This will be stated twice.

Teachers should keep scholars in their current location and continue instruction or activities as appropriate.

Hallway movement is suspended unless directed otherwise by administration.

Teachers should take attendance and report any concerns to the main office.

The Hold will be lifted via PA announcement when the situation has been resolved.

Secure / Lockout Procedure

You will hear: "Attention: We are now in Secure" over the PA system. This will be stated twice.

All exterior doors of the building will be locked and secured.

Teachers should check the hallway outside their classrooms for scholars, bring them inside if safe, close and lock classroom doors, and continue instruction.

Scholars are not permitted to leave the classroom or building.

The Secure status will be lifted via PA announcement when the external concern has been resolved.

Evacuation Procedure

You will hear: "Attention: We are now evacuating the building" over the PA system. This will be stated twice.

Teachers should line scholars up calmly and quietly, bring their attendance roster if accessible, and exit the building using designated evacuation routes.

Teachers should ensure their classroom is empty if it is safe to do so and close the door upon exiting. Scholars and staff will proceed to the predetermined evacuation location and remain with their class.

Teachers will take attendance and immediately report any missing or extra scholars to the School Safety Team.

No one may re-enter the building until cleared by emergency responders or administration.

Reunification Plan

Family Reunification (Reunification Annex)

Purpose

In the event of an emergency requiring evacuation and relocation, the school will implement structured reunification procedures to ensure students are safely, securely, and orderly reunited with authorized

family members. Reunification procedures prioritize student accountability, clear communication, privacy, and coordination with NYCDOE staff, School Safety Agents, and first responders.

Reunification Locations (On-Site and Off-Site)

On-Site (Home School)

- Secured sections of the school yard designated for:
 - Family Staging Area
 - Student Staging Area
 - Reunion Area
 - Counseling & Medical Areas

Off-Site (Relocation Site)

The following **pre-designated internal and/or external spaces** will be used:

- **Command Post:** Location listed in the host building's (P.S. 95 School Safety Plan)
- **Student Staging Area:** Cafeteria away from family areas
- **Family Staging Area:** Classroom or opposite secured yard section
- **Reunion Area:** Room or office near exit doors or secured yard section
- **Counseling & Medical Areas:** Private classroom or office away from staging and reunion areas

Description of the Reunification Process

- 1. Arrival & Command Post Activation**
 - A Command Post is established by the host building prior to student arrival.
 - Principals, Building Response Team Leaders, DOE staff, School Safety Agents, and first responders coordinate operations.
- 2. Student Staging**
 - Students remain with their assigned classroom teachers at all times.
 - Teachers use classroom evacuation folders (rosters, daily attendance, GRP assembly cards).
 - Attendance is taken immediately; absences are reported to the Assembly Point Coordinator.
 - Students are escorted by staff for restroom or medical needs.
- 3. Family Check-In**
 - Families report to the Family Staging Area.
 - Families are informed of reunification procedures and required to present identification.
 - Families complete Part 1 of the Student Release Form.
- 4. Verification & Runner System**
 - Staff verify identification against school records.
 - Once verified, Part 2 of the Student Release Form is completed.
 - A runner transports the release form to the Student Staging Area.
 - Teachers release students only when called by a runner.
- 5. Reunion**
 - Students are escorted to the Reunion Area by staff.
 - Staff complete Parts 3 and 4 of the Student Release Form.
 - Families sign for custody before exiting.
- 6. Counseling & Medical Support**
 - Families and students needing additional support are escorted to the Counseling Area.
 - If reunification is delayed or not permitted, families receive information privately in this area.

- Medical needs are addressed by the school nurse or health aide.

Verification of Authorized Adults

- Identification is required for all individuals seeking to reunify with a student.
- Staff verify that the adult is listed on the student's approved emergency contact and pickup records.
- Students are released only to authorized individuals.
- Student Release Forms document all verification and custody transfer steps.

Communication Between Areas

- Communication is maintained through:
 - Assembly Point Coordinator
 - Area Coordinators (Family, Student, Reunion)
 - Runners transporting Student Release Forms
- No direct movement of families into student areas is permitted.
- Parents are escorted in small, manageable groups (e.g., 1 staff member per 5 family members).

Preventing Students from Leaving Independently

- Students remain under direct staff supervision at all times.
- Students stay with their class and teacher until officially released.
- No student is permitted to self-dismiss or leave the site without completing the reunification process.
- School Safety Agents monitor all exits.

Privacy and Media Protection

- Reunification areas are secured and separated from public view.
- Media access to students and families is prohibited.
- Counseling and medical conversations occur in private, designated spaces.
- Any media inquiries are directed to the Principal or designee.

Reducing Confusion & Providing Updates

- Families receive clear instructions upon arrival.
- Staff explain the reunification process verbally and in writing.
- Updates are provided through:
 - DOE-approved communication platforms (phone, text, email)
 - Staff stationed in the Family Staging Area
- Movement between areas is controlled and orderly.

Parent Communication & Accessibility

- Families are informed in advance that identification is required.
- Translation services are provided as needed.
- Staff support families with disabilities (mobility, hearing, vision).
- Alternative communication methods are used if technology access is limited.

Staffing Plan

Required Roles (Minimum Staffing)

- Assembly Point Coordinator
- Family Staging Area
 - 1 Coordinator
 - 2–4 staff
 - 1–2 School Security Guard
- Student Staging Area
 - 1 Coordinator
 - Classroom teachers
- Reunion Area
 - 1 Coordinator
 - 3–5 staff
 - 4–5 runners
- Counseling Area
 - Members of the school crisis team
- Medical Area
 - School nurse

Backup staff assignments are identified in advance in the School Safety Plan.

Translation & Specialized Services

- Translators are utilized when needed to support families with limited English proficiency.
- Clinical staff support families experiencing distress.
- Accommodations are provided for families with disabilities.

Rosters & Custody Records

- Up-to-date student rosters and approved pickup information are located in:
 - Classroom evacuation folders
 - Main office emergency records
- These records are used exclusively for verification during reunification.

Supplies & Materials

Available Supplies

- Class rosters and attendance sheets
- Identification verification materials
- Radios or communication devices
- First-aid supplies and medications

Locations

- Classroom evacuation folders
- Main office emergency kits
- Medical office or designated medical station

This reunification annex reflects established NYCDOE guidance and ensures a safe, organized, and equitable reunification process for students and families during emergencies.

Accounting for All Persons

Purpose

This annex outlines South Bronx Classical Charter School V's procedures for accounting for the whereabouts and well-being of all students, staff, and visitors during an emergency. The goal is to ensure timely, accurate attendance reporting to the Operations Manager (Incident Commander), identify individuals who may be missing, and support coordinated response and reunification efforts.

Systems Access for Attendance and Rosters

The following staff have remote access to systems necessary to generate class schedules, student rosters, staff attendance, and visitor logs as needed during an emergency:

- School Director – Jupiter
- Operations Manager – Jupiter & Visitor Logs
- Dean of Students – Jupiter
- Operations Team Members – Jupiter & Visitor Logs

Remote access is available via secure, password-protected devices in the event systems must be accessed off-site.

Attendance Procedures During an Emergency

1. Immediate Classroom Accountability
 - Upon initiation of an emergency response, classroom teachers take attendance using their printed rosters or Jupiter if applicable
 - Teachers account for all students physically present with them and note any missing, extra, or injured students.
2. Reporting to Key Staff
 - Teachers report attendance results to their assigned Grade Team Lead/Specials Manager/SST Manager and Dean of Students using their designated Microsoft teams threads
 - Non-instructional staff (operations, kitchen, custodial) report their status and location to the Operations Manager.
3. Visitor Accountability
 - The Operations Team Members retrieves the visitor log and accounts for all visitors signed into the building.
4. **Compilation and Command Reporting**
 - All attendance data is centralized and reported to the Incident Commander for decision-making and potential coordination with first responders.

Staff Responsible for Compiling Attendance

- The Dean of Students is designated as the primary staff member responsible for compiling individual class attendance counts for students.
- The Operations Assistant compiles staff and visitor accountability information.
- In the absence of either role, the School Director assumes responsibility or designates a qualified designee.

- **Procedures for Missing Individuals**

If a student, staff member, or visitor cannot be located:

1. The missing individual's name, last known location, and time last seen are immediately reported to the Incident Commander.
2. The IC coordinates a targeted search if it is safe to do so, using available staff and information.
3. If the individual remains unaccounted for, the IC notifies emergency responders and follows guidance from NYPD/FDNY or other responding agencies.
4. Parents/guardians are notified according to the school's reunification and communication protocols, when appropriate.

Supplies and Locations

The following supplies support accounting for all persons:

- Printed emergency class rosters – Located in classroom emergency go-bags and main office
- Staff attendance lists – Main office and Operations Manager's office
- Visitor sign-in logs – Main office (electronic and/or printed backup)
- Two-way radios – Main office and carried by school leadership
- Clipboards, paper, and pens – Main office and emergency supply cabinet

Emergency supplies are checked regularly to ensure accuracy and readiness.

Review and Training

This annex is reviewed annually and after any major incident. Staff receive training on attendance and accountability procedures during emergency drills and professional development sessions.

X. Cardiac Emergency Response Annex

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or "passes out"
- Not responsive
- Abnormal breathing
- No pulse

Steps to take in school building, on school grounds, or at athletic events

1. Ensure scene safety - Code Blue
 - Survey the area to protect victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)
2. Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)

- Follow 911 emergency dispatcher's instructions.
- Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) school personnel and notify administration or designee*.
- 3. CPR by CPR/AED certified school personnel
 - Check for breathing- if none or person gasping begin CPR immediately.
- 4. Defibrillation by CPR/AED certified school personnel
 - Use an AED to restore the heart to its normal rhythm.
- 5. EMS assumes lead upon arrival.
 - If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.
 - Be prepared to download the school's AED data onto flash drive to provide to EMS to give to the emergency department's physician.
- 6. School administration or designee notifies
 - parent/guardian or staff member's emergency contact in accordance with district policy.
- 7. Document
 - In accordance with district policy, document event including observations, all steps taken and by whom, who was notified, and information reported to EMS.
- 8. Hold a post event debriefing

***Emergency contact numbers for obtaining help:**

Number to call for help in school building

347-979-3460

Number to call for help on school grounds

347-979-3460

Number to call to notify if SCA occurs at offsite location

347-979-3460

CPR/AED Certified School Personnel

Staff Name	Title	Telephone Number	Location	Availability
Jade Diaz	School Director	347-979-3460	Main Office	Before School, After School School Day, Athletic Events, School Events ,Other
Julissa Ortiz	Operations Manager	347-979-3460	Main Office	Before School, After School School Day, Athletic Events, School Events ,Other

Automated External Defibrillator (AED) Locations

Note: All AEDs should be clearly labeled and stored in appropriate storage containers, cabinets, or go bags/cases.

Number of AEDs needed inside the building and at each athletic practice and event:

AED Locations [1](#):

The AED is located to the left of the elevator on the first floor.

1 AED locations should be noted on building level emergency response plan required school building map in accordance with Commissioner's regulation 155.17(c)(2)

Family Reunification Plan

There may be times when an emergency will require an evacuation and relocation to another building. When this occurs, dismissal procedures must be conducted in a safe and organized fashion by using procedures to account for all students who have been reunified with their families. Advanced planning, using the Reunification Planning Guide, will result in a successful reunification.

Various factors must be considered during a relocation which include the number of people being reunited, the available space at the relocation/reunification site, and the appropriate security personnel that may be required. During these emergencies, school officials must work with DOE staff and School Safety Agents who respond to the relocation site to assist.

Reunification at all relocation sites will require:

- A minimum of four pre-designated rooms/ common spaces, or sections of the school yard (external only);
 - A command post (established by the host building prior to the arrival of staff and students from the relocation building);
 - Access to the medical office or an established medical station to facilitate basic first-aid if needed.
 - Families must be informed in advance that identification will be required during the reunification process.
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- 1- **The Family Staging Area:** Required staff (based on the size of the room and the number of parents): 1 Family Staging Area Coordinator (reporting to the Assembly Point Coordinator), 2-4 staff (to collect information), 1-2 School Safety Agents.
 - 2- **The Student Staging Area: Required staff:** 1 Student Staging Area Coordinator (reporting to the Assembly Point Coordinator), all classroom teachers, 3-5 School Safety Agents, adding additional agents as necessary based on the number of students in the staging area.

• This area must be separated from the student staging area • This area must be supervised by staff and School Safety Agents • Families must complete Part 1 of the Student Release Form, prior to being escorted to the Reunion Area. Parents must be escorted to the Reunion Area in small manageable groups (i.e. 1 staff member: 5 family members)	• Teachers are required to have their classroom evacuation folder including class rosters, daily attendance, and GRP assembly cards. • Students will remain with their class until they are reunited with a family member. Students must be escorted to the Reunion Area, restrooms, and medical areas by school staff • Classroom teachers must remain with their assigned students until a runner arrives to call for specific students. All students who were absent from school must be reported to the Assembly Point Coordinator upon reaching the Student Staging Area.
3- The Reunion Area: Required staff: 1 Reunion Area Coordinator (reporting to the Assembly Point Coordinator), 3-5 staff (to collect information), 4-5 runners, 3-5 School Safety Agents.	3- The Counseling & Medical Areas: Required staff: Counseling Area: Members of the school crisis team (number of staff to be determined based on need). Medical Area: School nurse and health aide
• A family member completes/submits the Student Release Form with Part 1 completed.	• The Counseling Area must be identified upon arrival and used as needed.
• Identification is verified by staff to ensure that the individual is listed on school records. The staff member will complete Part 2 of the Student Release Form.	• Clinical staff (counselors, psychologists, etc.) will work with families and students who may need additional support before leaving the relocation site.
• The runner (school staff) is given the Student Release Form. When the student is retrieved, Part 3 of the Student Release Form is completed by the runner.	• If necessary, the Counseling Area is where the family will receive information about their child if the child cannot be released to them.
• The student is escorted to be safely reunited with their family, and Part 4 of Student Release Form completed by staff.	• If the Counseling Area is used, components of the school Crisis Plan must be used as appropriate.
<i>Family members must sign for students in Part 4 of Student Release Form to take custody of their child.</i>	• The medical area must be located near the host-school medical office.