

**NUASIN**



**NEXT  
GENERATION**

# **Nuasin Next Generation Charter School**

## **Project SAVE**

# **School Safety & Emergency Response Plan**

**2021 - 2022**

Adopted by School Safety Team on: September 2021

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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.

Nuasin Next Generation Charter School (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 on or before school opens each year after its adoption by the Board of Trustees.

### **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 the Emergency Response Teams (ERT)**

The Emergency Response Teams are comprised of the following teams and personnel:

##### **School Safety Team**

This school safety team consists of the Principals, The Assistant Principals, the Manager of Business Operations, the Manager of Academic Operations, the 44<sup>th</sup> PCT Commander, the Deans of Instruction, the Director of Scholar Services, the Director of School Culture, the Dean of Scholars, the Lead Custodian, the Sr. Operations Associate, the Office Assistant and the Facilities Operations Associate. The role of this team is to adopt all school safety policies and procedures.

<b>Name</b>	<b>Position</b>
Kurt Davidson	Principal (K-8)
TBD	Principal (9-12)
Kisha Perez	Manager of Business Operations
Latoya Hart	Manager of Academic Operations
Liesl Hara	Director of Scholar Services
DI Charlie A. Bello	NYPD 44 <sup>th</sup> Precinct Commanding Officer
Elizabeth Hillin	Director of Scholar Culture
Jason McNatt	Dean of Scholars (9-12)
Anthony Brown	Assistant Principal- STEM (9-12)
Rowena Capuno	Assistant Principal- Humanities (9-12)
Joi Culler	Assistant Principal (3-4)
Marcella Adams	Assistant Principal (K-2)
Demetria Houghton	Assistant Principal (5-8)
Marisol Torres	Facilities, Operations Associate
Genai Goldsmith	Sr. Operations Associate

Jomari Nunez	Office Assistant (K-12)
Sophia Ripple	Dean of Instruction- Humanities
Megan Whitehead	Dean of Instruction-STEM
Jeffrey Lucia	Co-Director of College Readiness
Austin Lahiff	Co-Director of College Readiness
Juana Aquino	Lead Custodian

### **Building Response Team (BRT)**

This team consists of the Manager of Business Operations who is the BRT Leader, all Assistant Principals, the Manager of Academic Operations, the Sr. Operations Associate, the Director of Scholar Services, the Director of School Culture, the Deans of Instruction, the School Nurse and the Operations Associate of Facilities. The role of this team is to lead the initial response to any emergency situation that may occur within the School. The team will be responding to any covid-19 related emergencies.

<b>Name</b>	<b>Position</b>
Marcella Adams	Assistant Principal (K-2)
Joi Culler	Assistant Principal (3-4)
Demetria Houghton	Assistant Principal (5-8)
Kisha Perez	Manager of Business Operations
Latoya Hart	Manager of Academic Operations
Genai Goldsmith	Sr. Operations Associate
Liesl Hara	Director of Scholar Services
Elizabeth Hillin	Director of School Culture
Anthony Brown	Assistant Principal-STEM (9-12)
Rowena Capuno	Assistant Principal-Humanities (9-12)
Sophia Ripple	Dean of Instruction- Humanities
Megan Whitehead	Dean of Instruction- STEM

Marisol Torres	Operations Associate of Facilities
Victoria Omotosho	School Nurse

### **Post-Incident Response Team**

This team consists of all Assistant Principals, the School Nurse, the Manager of Business Operation, the Manager of Academic Operation, all Dean of Scholars, the Director of School Culture, the Director of Scholar Services, the Co-Directors of College Readiness, the School Counselor and the School Social Worker. In addition, a listing of all certified First-Aid trained personnel will be posted in the Main Office. The role of this team is to provide post-incident psychological and medical aftercare if necessary.

<b>Name</b>	<b>Position</b>
Kurt Davidson	Principal (K-8)
TBD	Principal (9-12)
Kisha Perez	Manager of Business Operations
Latoya Hart	Manager of Academic Operations
Liesl Hara	Director of Scholar Services
DI Charlie A. Bello	NYPD 44 <sup>th</sup> Precinct Commanding Officer
Elizabeth Hillin	Director of School Culture
Anthony Brown	Assistant Principal-STEM (9-12)
Rowena Capuno	Assistant Principal-Humanities (9-12)
Marcella Adams	Assistant Principal (K-2)
Joi Culler	Assistant Principal (3-4)
Demetria Houghton	Assistant Principal (5-8)
Genai Goldsmith	Sr. Operations Associate
Sophia Ripple	Director of Instruction- Humanities
Megan Whitehead	Director of Instruction- STEM
Jeffrey Lucia	Co-Director of College Readiness

Austin Lahiff	Co-Director of College Readiness
Darius Hawkins	Dean of Scholars
Orville Morgan	Dean of Scholars
Michael Guzman	Dean of Scholars
Jason McNatt	Dean of Scholars (9-12)
Brenda Lopez	School Counselor (K-8)
Gloria Korbal	Social Worker (K-8)
Betsy Cespedes	Social Worker (9-12)

## **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 (1) removal of disruptive scholars, (2) crisis response, mediation, conflict resolution and other de-escalation techniques, and (3) protocols for responding to fire, bomb threats, armed and unarmed intruders and other emergency situations.

#### **Coordination with Emergency Officials**

The Safety Team includes the Manager of Business Operations, Kisha Perez 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 tabletop exercises which will be coordinated with local and county emergency responders and preparedness officials. The Building Response Team (BRT) will be critical in the coordination of these exercises.

#### **Annual Multi-Hazard Training for Staff and Scholars**

The law requires annual multi-hazard training for scholars 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 scholars 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 implements all elements of Restorative Justice, including clear behavioral expectations and consistently-enforced, logical consequences, and establishing a school climate based on responsibility and respect for oneself and others. Additionally, 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
- Support groups facilitated by school counselor for elementary children
- Conflict resolution strategies
- Buddy programs between grade levels
- Mentoring (pairing of differently-aged scholars)
- 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 sources.

The School employs the Culture team which includes the Deans of Scholars, Social Workers, School Counselors, and the Director of School Culture. The Culture team increases parent participation in the academic advancement and social development of their children. The Culture team plans, coordinates and runs parent workshops on a variety of topics that help parents help themselves and their children. The Culture team is the school’s primary outreach to the community helping families to access services and programs.

The works of the Deans of Scholars both proactively and consequently with scholars who are having trouble with appropriate behavior. The Dean of Scholars role is to work with scholars who are having behavioral difficulty, or the potential to have difficulty, to teach them alternative ways to ignore or react. The Dean of Scholars works with parents to help educate them in the same language and techniques that are being used with their children by classroom teachers.

## **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):

- University Avenue and West 165<sup>th</sup> Street (This is a high volume traffic intersection)
- Highly vehicle transited area (University Avenue)
- Cleaning supply closets, electrical closets, mechanical rooms, the passenger elevator, and the delivery elevator on West 165<sup>th</sup> Street.
- Absence of school safety officer

## **SECTION III. SCHOOL SECURITY**

### **A. Visitor Control Procedures**

The Principals' of Nuasin Next Generation Charter School or his/her designee has the responsibility and authority to regulate admission of visitors and oversee their conduct while in the School. The Principals and the Manager of Business Operations have 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. These procedures will ensure minimum standards to control visitors at the School. Lobby guard will scan IDs and run background checks. The Safety Team may establish additional procedures beyond those described below.

Visitors are required to be cleared through the lobby guard in order to be allowed access to the building; this includes vendors. Additionally, all visitors must wear the lobby guard printed badge for the duration of their visit at the school.

The main and only entrance utilized on a daily basis is on West 165<sup>th</sup> Street. The door will be locked at all times and any visitors will need to ring the outer and vestibule doorbell to request entry. A member of the Operations team will have to identify the visitor on the camera linked to the outside door and buzz them in and direct them to the main office, which is located directly inside the front of the main entrance. Signs are posted in 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.

A visitor entering the building will be required to provide (1) item of valid photo identification (e.g. Driver's License) and sign in on the Lobby Guard which conducts a background check. The staff member on duty in the main office will record the date, time, name, and destination of the visitor, via the Lobby Guard 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.

Lobby Guard maintains all visitor information in its database. The operations team member in the main office will ensure that visitors scan their badge on the way out so sign out and exit of the visitor is collected by the Lobby Guard system.

Visitors who violate procedures regarding visits to the school, whose conduct jeopardizes the safety of scholars and staff, or interferes with programs in the school or endangers property are subject to immediate removal from the school by order of the Principal, or his/her designee and possible arrest. Additionally, said visitor may be banned from entering the school on future occasions and for the duration decided by the school.

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.

As per recent events visitors that are not required to enter the building will not be allowed into the building. Authorized visitors that must come into the building must wear a mask, have their temperature taken, and utilize hand sanitizer upon entering the building. Visitors must also take the health screener survey before entering the building.

#### **A. Intruder Procedures (Lock Down)**

If an intruder is discovered in the building, the Principal or his/her designee should be notified immediately. The Principal or his/her 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 the School Messenger and/or Alma System 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 scholars in the hallway will be taken to the nearest classroom by school Personnel. If scholars are at lunch and/or recess, these scholars should be moved into the multi-purpose as soon as possible. Follow the remaining instructions below.

If it is not possible to move the scholars, 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 judgement to protect the scholars or yourself.

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

The Building Response Team (BRT) will report to the Main Office 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 following procedure will be in effect if circumstances allowed during a SOFT Lockdown only:

**The following individuals will sweep the building and will go room to room as follows:**

- Cellar – Contracted Custodian (Alvaro Robles )**
- 1<sup>st</sup> Floor – Operations Associate (Marisol Torres)**
- 2<sup>nd</sup> Floor – Assistant Principal (Joi Culler)**
- 3<sup>rd</sup> Floor – Manager of Academic Operations (Latoya Hart)**
- 4<sup>th</sup> Floor – Director of School Culture (Elizabeth Hillin)**
- 5<sup>th</sup> Floor – Assistant Principal (Anthony Brown)**
- 6<sup>th</sup> Floor – Dean of Scholars- High School (Jason McNatt)**

**Note: A soft lockdown is in effect only if an intruder DOES NOT have a weapon.**

**D. Closing Procedures**

After everyone has left the building, the NYPD will conduct a total building sweep to ensure that conditions are safe and secure and all scholars 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.

**E. 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 Assistant Principal will take their place. In the event that both the Principal and the Assistant Principal out of the building, the following personnel will be in charge in the following order:

- Manager of Business Operations (Kisha Perez)
- Manager of Academic Operations (Latoya Hart)
- Sr. Operations Associate (Genai Goldsmith)

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.

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

#### BRT Leader

In the event of an emergency occurring in the School, the Principal is the individual who is overall in charge. However, the BRT Leader will be the Manager of Business Operations or in the absence of the MBO, the next person on the Chain of Command (see below) will serve as the BRT Leader. In the event of a crisis, the BRT Leader has responsibility for decision-making and coordination of the emergency response.

The BRT Leader 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 for the BRT:

<b>Position</b>	<b>Name</b>	<b>Title</b>	<b>Phone</b>
1	Kisha Perez	Manager of Business Operations	(917) 946 4271
2	Genai Goldsmith	Sr. Operations Associate	(917) 946 4805
3	Latoya Hart	Manager of Academic Operations	(718) 893 0640
4	Joi Culler	Assistant Principal (3-4)	(718) 893 0640

NOTE: As a minimum, the BRT Leader will ensure that Command Post Activation Guidelines are followed, as outlined in Appendix F.

### **B. Access to Floor Plans**

The importance of easy access to school building floor plans, evacuation routes, school grounds, road maps and the immediate surrounding cannot be overemphasized. The ability of emergency services to obtain this information quickly and efficiently will have a major impact on the success of any response effort. Accordingly, detailed floor plans of the School facility are readily available in the Manager of Business Operations office.

## **C. Notification and Activation**

### Internal Communication with Staff and Other Agencies within the School

Internal communication may be done through walkie-talkies, telephones, and/or the use of runners as selected by the BRT Leader.

### 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 as selected by the BRT Leader.

### Communication with Law Enforcement Officials

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

### Communication with Parents

In the event of a violent incident or emergency requiring early dismissal, the Associate of Family and Community Partnerships will distribute emergency contact information to all classroom teachers via a bright arrow message and written notification. If the Associate of Family and Community Partnerships are absent, the school operations associate will make the written notification distribution. This information will also be posted on the school website. Teachers will call all parents of scholars on their roster with the help of non-classroom School staff. These emergency contact information sheets are kept in the Main Office of the School. Scholars at Nuasin Next Generation Charter School are not permitted to have cell phones during school hours. Therefore, parents should know that scholars 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 a School Messenger or PowerSchool message and instructed to meet a school representative at The Highbridge Green School, located at 200 W 167th ST, Bronx, NY 10452, where they will be provided information on the emergency.

### Communication with the Community

The Principals or the Managing Director of Operations will be the only official spokesperson who communicates with the media during an emergency situation. The Principal or the Managing Director of Operations will be responsible for emergency notification of the media on behalf of the School to the wider community. The Principal or BRT Leader will respond to inquiries from parents and guardians during an emergency. In a situation where the Principal is not available, the BRT Leader will be the Manager of Business Operations.

## **D. 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: cell phones, faxes, email/computers, 2-way radios, and School Messenger/PowerSchool messages. Each classroom has a computer. A fax machine is available in the Main Office.

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 nurse's 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 and on the 3rd floor hallway next to the elevator. 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 in the Manager of Business Operations office on the first floor (Room 105B).

Sprinklers are located throughout the building in the event of a fire emergency. Fire extinguishers are located on each floor near the stairwells.

## **SECTION V. GENERAL RESPONSE PROTOCOLS (GRPs) 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 scholars.

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 scholars prior to the arrival of emergency first responders. Based on the emergency, we may evacuate the School, in which case scholars 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 scholars and staff in School to avoid the outside dangers.

In every disaster situation, the BRT Leader will immediately take steps to assess the situation, activate the Building Response Team (BRT) and call 911, 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**

Call 911, notify the Principal, call the Office of New Schools (ONS) of the Department of Education, and the Executive Director, Implement Lock Down.

1. Decision to evacuate to be made by the BRT Leader. Notify: NYC DOE District 11: 718-730-8811, NYPD/School Safety Counter-terrorism unit: (718) 730-8500.
2. Notify the Emergency Information Center (EIC) of the Department of Education at (718) 935-3210.

**B. Bomb Threat/Suspicious Package**

If a suspicious package is observed, **DO NOT TOUCH THE PACKAGE.**

Notify the Principal and the BRT, call 911, the BRT Leader will notify staff by telephone, walkie-talkie or runner alerting them to the situation, the Executive Director, the Managing Director of Operations and the Board.

Decision to evacuate to be made by BRT Leader in consultation with NYC DOE District 11:  
Notify: 718-730-8811, NYPD/School Safety Counter-terrorism unit: (718) 730-8500.

Floor Wardens appointed to each floor as listed above should assist in the evacuation.  
Evacuate the premises following Fire Drill Egress Routes.

Marisol Torres, Operations Associate, is to leave the School with the binder that contains Emergency Contact Information, ATS rosters, OSIS numbers and the school transportation information.

Floor Plans are to be readily available in the Principal's office, Main Office and Custodian's office.

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

**No transmissions via radio (walkie-talkie) or cell/mobile telephone.** All notifications must be made by regular landlines.

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.



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 scholars and staff are to be sent with attendance information 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 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.

### **C. Hazardous Material / Building Collapse / Explosion Procedures**

Notify Principal, Call 911; ONS, Executive Director, Managing Director of Operations and the Board.

The BRT Leader will notify staff of the situation by telephone, walkie-talkie, PA system or runner.

The Decision to evacuate to be made by the Principal in consultation with the NYC DOE District 11: Notify: 718-730-8811, NYPD/School Safety Counter-terrorism unit: (718) 730-8500.

If and when the decision to evacuate is made:

Floor Wardens appointed to each floor should assist in the evacuation with the exception of the contaminated area. Floor Plans are to be readily available in the Manager of Business Operations office.

Evacuation of the premises should follow Fire Drill Egress Routes or as otherwise directed by the BRT Leader or BRT.

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 scholars and staff are to be sent with attendance information 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 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 card to ensure that only the legal guardian is taking the scholar out of the building.

Notify Principal, Call 911; ONS, the Executive Director, Managing Director of Operations and the Board. 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.

BRT and BRT Leader 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 Executive Director, the Managing Director of Operations and the Board.

The Principal and BRT Leader will notify respective supervisors and arriving agencies, with pertinent and vital information.

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 without authorization from the appropriate agency.

If the building cannot be re-entered, evacuated scholars 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 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.

The school Full Time Contract Custodian should do the following:

Pull switches for power to school instructional equipment, blowers, ventilators, etc. Switches for the lights should be left on. Boiler room switches should be left on.

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.

In an instance where the Full Time Contract Custodian is not on site at the time of the evacuation, the Manager of Business Operations will complete the above.

#### **F. Implied or Direct Threats of Violence**

Notify the Principal or BRT Leader.

The BRT Leader will determine the level of threat.

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 BRT Leader and the response will be adjusted as needed. If necessary, the Building Response Team (BRT) will be summoned to respond.

*See above for more information on specific responses.*

#### **G. Missing Student Protocols and Responding to Door Alarms (Stairwell B between cafeteria and 1<sup>st</sup> floor leading to University Avenue)**

See Appendix E to determine if the missing student protocol should be initiated.

See Appendix E to initiate protocol for Door Alarm

## **SECTION VI. EVACUATION**

### **A. Floor Wardens**

Those persons who are designated as Floor Wardens should be familiar with the school's Safety Plan, the location of exits and the location of any available fire alarm system. Floor wardens are selected from the school staff based on their knowledge of the building and its occupants. All members of the Floor Warden team are individuals who interact with all scholars on a daily basis through lunch monitoring (head custodian, school aide, school counselor, Dean of Scholars, Deans of Instruction), attendance keeping (Director of School Culture and Operations Associate), or classroom push-in (Intervention Teachers). Floor wardens have been trained on the emergency procedures and the entire content of the Safety Plan during an in-service training prior to the school year. In addition, they are all able-bodied people who know the lay-out of the building as well as the scholars and staff.

In the event of an emergency, all Floor Wardens will be responsible for ensuring that all occupants are notified of the emergency, and that scholars and staff proceed immediately to conform to procedures that have been established for the given emergency. During the emergency, Floor Wardens should ensure that all persons in the school are evacuated to safe areas. Floor Wardens must conduct searches of the lavatories and classrooms to ensure that all scholars and personnel are out of the building. As soon as practical, Floor Wardens should notify the Principal and the Manager of Business Operations of the status of their assigned area.

In many cases, a split second response is required to properly assess an emergency situation and to begin the evacuation process. Key personnel have designated posts and responsibilities, including Floor Wardens. These posts and responsibilities are outlined in the Fire Drill procedures. The Principal will establish a means for checking the daily availability of personnel who are designated as Floor Wardens and provide for a means for designation of substitutes.

### **B. Accounting for Scholars and Staff**

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

Genai Goldsmith and Dariana Cepeda, Sr. Operations Associate and the Operations Associate of Scholar Services shall bring attendance records and parent contact information to the Evacuation

Location and shall be responsible for ascertaining that all scholars and staff have arrived safely to the Evacuation Location.

### **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, scholars and staff from the school will be evacuated in keeping with the predetermined locations. These locations, where possible, will provide shelter to scholars and staff. They must also provide access for school administrators to communicate with the Executive Director and the Board. Since the Principal might be at the Command Center with the emergency responders, a designee must be responsible for all scholars and staff at each evacuation site. This designee should be a staff member identified by the chain of command.

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.

<b>Evacuation Locations</b>	
<b>Primary Site</b>	The Highbridge Green School, 200 W 167th St, Bronx, NY 10452. Tel. 718-410-5770
<b>Secondary Site</b>	P.S. 126 Dr. Marjorie H Dunbar, 175 West 166 Street, BRONX, NY 10452. Tel. 718-681-6120
<b>Out of Area Site</b>	P.S. 114 Luis Lorens Torres School 1155 Cromwell Ave Bronx, NY 10452. Tel. (718) 681-7507

**Note: Designees above should become thoroughly familiar with NYC DOE reunification Planning Guide as outlined in Appendix G. This implies that a site visit to the evacuation locations prior to the beginning of the school year should be conducted to coordinate with the host school.**

## **SECTION VII. SHELTERING-IN**

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

- In a hallway and away from windows and glass;
- In an area that is isolated and where ventilation can be turned off, if needed; or
- In an area that is lower than the first floor and away from the main entrance of the School.

The determination that staff and scholars 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 scholars should be moved to (e.g. basement areas; gymnasium; in hallways) as well as the steps that need to be taken to ensure that the environment that scholars 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 scholars 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 scholars 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, scholars 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. Eight (8) fire drills will be conducted prior to December 31. 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.

All fire drill reports completed by the principal are to be entered in the DOE online Fire Drill data entry page.

### **C. Guidelines**

All scholars 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 scholars 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 scholars in holding rooms. Holding rooms are designated areas where physically handicapped scholars 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 scholars are out of the building or in holding rooms. Holding rooms must be left unlocked during occupancy.

Teachers shall bring with them attendance information to ensure the safe evacuation of all scholars. During an actual evacuation everyone must exit the building as per the evacuation protocol.

### **D. Fire Safety**

All scholars 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 Manager of Business 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, fire alarm boxes in the school building, and street fire alarm boxes. Pull lever stations for the interior alarms are at various locations in the school building (generally near stairs or exits). These interior alarms do not transmit a signal to the Fire Department.

Staff should be aware of the location and proper use of fire extinguishers and other firefighting apparatus. 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 scholars should be completely familiar with fire exit drills and evacuation plans.

Building inspections shall be conducted daily by the Full Time 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 openable 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 scholars, school staff and the entire school community. 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 scholars 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 scholars 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 scholars/staff (*e.g.*, a significant infection).

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

<b>Staff Name</b>	<b>Role</b>	<b>Room #</b>	<b>Phone #</b>
Kurt Davidson	Principal(K-8)	3 <sup>rd</sup> Floor	718-893-0640
TBD	Principal (9-12)	5 <sup>th</sup> Floor	718-893-0640
Kisha Perez	Manager of Business Operations	1 <sup>st</sup> Floor	(917) 946 4271

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:

<b>Staff Name</b>	<b>Role</b>	<b>Room #</b>	<b>Phone #</b>
Victoria Omotosho	School Nurse	112	(646) 895 5170

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:

<b>Staff Name</b>	<b>Role</b>	<b>Room #</b>	<b>Phone #</b>
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TBD	Principal (9-12)	5 <sup>th</sup> Floor	718-893-0640
Kurt Davidson	Principal (K-8)	3rd Floor	718-893-0640

### **E. Health Resources**

#### Health Services

The person responsible for school health services:

<b>Staff Name</b>	<b>Role</b>	<b>Room #</b>	<b>Phone #</b>
Victoria Omotosho	School Nurse	112	718-893-0640

#### Mental Health Services

The mental health staff (Dean of Scholars, Principals, Social Worker, School Counselor, Directors of School Culture, Co-Directors of College Readiness) available on site daily:

<b>Staff Name</b>	<b>Role</b>	<b>Phone #</b>
Jason McNatt	Dean of Scholars (9-12)	718-893-0640
Elizabeth Hillin	Director of School Culture	718-893-0640
Betsy Cespedes	Social Worker (9-12)	718-893-0640
Gloria Korbal	Social Worker (K-8)	718-893-0640
Darius Hawkins	Dean of Scholars	718-893-0640
Orville Morgan	Dean of Scholars	718-893-0640
Michael Guzman	Dean of Scholars	718-893-0640
Brenda Lopez	School Counselor	718-893-0640
Jeffrey Lucia	Co-Director of College Readiness	718-893-0640
Austin Lahiff	Co-Director of College Readiness	718-893-0640

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, the MPR, and Main Office:

<b>Staff Name</b>	<b>Role</b>	<b>Room #</b>	<b>Phone #</b>
Victoria Omotosho	School Nurse	112	718-893-0640

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

<b>Staff Name</b>	<b>Role</b>	<b>Phone #</b>
Jason McNatt	Dean of Scholars	718-893-0640
Jomari Nunez	Office Assistant	718-893-0640
Genai Goldsmith	Sr. Operations Associate	718-893-0640
Orville Morgan	Dean of Scholars	718-893-0640
Elizabeth Hillin	Director of School Culture	718-893-0640
Julia Almanzar	School Aide	718-893-0640
Kisha Perez	Manager of Business Operations	718-893-0640
Jessica Camejo	School Aide	718-893-0640
Victoria Omotosho	School Nurse	718-893-0640
Marisol Torres	Operations Associate	718-893-0640
Machell Curtis	School Aide	718-893-0640

Epipen

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

<b>Staff Name</b>	<b>Role</b>	<b>Phone #</b>
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Victoria Omotosho	School Nurse	718-893-0640
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### Automated External Defibrillator

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

<b>Staff Name</b>	<b>Role</b>	<b>Phone #</b>
Victoria Omotosho	School Nurse	718-893-0640
Genai Goldsmith	Sr. Operations Associate	718-893-0640
Jason McNatt	Dean of Scholars	718-893-0640
Jessica Camejo	School Aide	(718) 893 0640
Jomari Nunez	School Aide	(718) 893 0640
Julia Almanzar	School Aide	(718) 893 0640
Orville Morgan	Dean of Scholars	(718) 893 0640
Elizabeth Hillin	Director of School Culture	(718) 893 0640
Machell Curtis	High School School Aide	(718) 893 0640
Kisha Perez	Manager of Business Operations	(718) 893 0640
Marisol Torres	Facilities Operations Associate	(718) 893 0640
Cody Matherne	PE High School Teacher	(718) 893 0640

- 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: **(Nurse's Office)**

### Medical Supplies

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

**First aid kit – Each Classroom, Main 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:

**TBD** (Principal - High School)

**Kurt Davidson** (Principal - K to 8)

**Kisha Perez** (Manager of Business Operations- K to 12)

The Emergency Medical Bag is kept in the following location: Nurse's Station Room 112 and Operations Management Office Room 105

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

**Victoria Omotosho (School Nurse)**

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

**Main Office**

**1<sup>st</sup> Floor – Nurse's Office**

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

**Main Lobby (near West 165<sup>th</sup> Street Entrance)**

**SCHOOL SAFETY PLAN ENDORSEMENT**  
**Academic Year 2021-2022**

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

\_\_\_\_\_

TBD– Principal (High School)

\_\_\_\_\_

Date

DocuSigned by:  
*Kurt Davidson*  
6F95EC566DA54A0...

\_\_\_\_\_

Kurt Davidson- Principal (K to 8th)

10/26/2021

\_\_\_\_\_

Date

DocuSigned by:  
*Kisha Perez*  
68519BE1530F473...

\_\_\_\_\_

Kisha Perez – Manager of Business Operations

\_\_\_\_\_

Date

DocuSigned by:  
*Genai Goldsmith*  
D56B800988C74C2

\_\_\_\_\_

Genai Goldsmith – Parent Representative

10/26/2021

\_\_\_\_\_

Date

**APPENDICES**

- Appendix A. Emergency Resource Contact Info
- Appendix B. School Information
- Appendix C. Building Information
- Appendix D. Staff Roster
- Appendix E. Missing Student Protocol
- Appendix F. Command Post Activation Guide & Check List
- Appendix G. Re-unification Planning Guide

New York City Department of Education	
Chief Executive, Office of School Safety and Planning – Richard A. Carranza	(212) 374-5164
Executive Director, Office of New Schools – Christopher Caruso	(212) 374-5419
Emergency Information Center	(718) 935-3210
Office of Special Investigations	(212)374-5900
Office of Pupil Transportation	(718) 729-6100
Division of School Facilities	(718) 349-5799
New York City Police Department – School Safety Division	
Command Control / Operations Center (24-hour Hotline)	(718) 730-8800
Commanding Officer – Terence A. Monahan	(718) 730-8950
Bronx Borough Commanding Officer – Carlos Gomez	(718) 862-1496
New York City Police Department – 44 <sup>th</sup> Precinct Contact.....	(718) 590-5511
New York City and New York State Agencies	
Office of Special Commissioners of Investigations for New York City School District	(212) 510-1500
New York State Central Register (Reporting of Suspected Child Abuse)	(800) 635-1522
311 Government Information Services Hotline	
311 School Designee – Maria Martinez	(718) 589-4844
OSSP Contact – Grady Bird	(718) 935-5004

<b>ATS Code:</b>	84x461
<b>DOE School Code:</b>	84x461
<b>Principal Contact Info K-8</b>	Kurt Davidson Phone: 718-893-0640

	<p>Fax: 718-893-0675 E-mail: kurt.davidson@nngcs.org</p>
<b>Principal Contact Info 9-12</b>	<p>TBD Phone: 718-893-0640 Fax: 718-893-0675 E-mail: @nngcs.org</p>
<b>Executive Director:</b>	<p>Malik Russell Phone: 718-893-0640 E-mail: malik.russell@nngcs.org</p>
<b>Hours of Operation:</b>	<p>From: 7:30 am To: 4:00 pm Monday-Friday (Afterschool is in session M-TH 3pm-6pm)</p>
<b>Dates of School Session:</b>	<p>From: 08/30/2021 To: 6/28/2022</p>
<b>School Statistics:</b>	<p><b>Teachers: 49</b> <b>School Aides: 4</b> <b>Operations Associates: 4</b> <b>Supervisors/Administrators: 26</b> <b>Other: 13</b> <b>Total: 83</b></p>
<b>Grades Served: K-12</b>	<p><b>Kindergarten: 53</b> <b>First Grade: 54</b> <b>Second Grade: 54</b> <b>Third Grade: 54</b> <b>Fourth Grade: 54</b> <b>Fifth Grade: 54</b> <b>Sixth Grade: 54</b> <b>Seventh Grade: 54</b> <b>Eighth Grade: 54</b> <b>Ninth Grade: 52</b> <b>Tenth Grade: 52</b> <b>Eleventh Grade: 52</b> <b>Twelfth Grade: 50</b></p> <p><b>Total: 672</b></p>
<b>How many floors of the building does this School?</b>	7
<b>AP of Security/Administration of Dean</b>	N/A
<b>Chain of Command</b>	The "Chain of Command" is a listing of school personnel, in sequence, who are in charge of



		the school in the absence of the Principals'/Site Administrator. Each of the designated staff members should be knowledgeable about the safety plan and be able to assume a leadership role when called upon. Personnel named should be DTLs, teachers and or Deans may be identified as needed.	
Role	Name	Title	Home Phone
1	Kisha Perez	Manager of Business Operations	917 946 4271
2	Genai Goldsmith	Sr. Operations Associate	718-893-0640
3	Latoya Hart	Manager of Academic Operations	718-893-0640
4	Melissa Alston	Managing Director of Operations	646 812 6374
<b>Class Schedule:</b>		See page ____	
<b>Do the scholars remain in school for lunch?</b>		Yes	
<b>Does this school/program/academy have a lunch schedule</b>		Yes	
Period	Classrooms	Staff	
10:45a-11:25a	K	Julia Almanzar/Jessica Camejo/Darius Hawkins	
10:45a-11:25a	1	Julia Almanzar/Jessica Camejo/Darius Hawkins	
10:45a-11:25a	2	Julia Almanzar/Jessica Camejo/Darius Hawkins	

11:30p-12:p	3	Julia Almanzar/Jessica Camejo/Michael Guzman
12:23p-12:50p	4	Julia Almanzar/Jessica Camejo/Michael Guzman
12:53p-1:21p	5	Julia Almanzar/Jessica Camejo/Michael Guzman
12:53p-1:21p	6	Julia Almanzar/Jessica Camejo/Orville Morgan
1:24p-1:51p	7	Julia Almanzar/Jessica Camejo/Orville Morgan
1:24p-1:51p	8	Julia Almanzar/Jessica Camejo/Orville Morgan
1:54p-2:20p	9-12	Jason McNatt/Machell Curtis/Orville Morgan
<b>Yard Duty Assignment:</b>		
Are school personnel assigned to monitor the School yard?		<b>N/A</b>
<b>Hall Duty Assignment:</b>		
Are school personnel assigned to monitor Hallways?		<b>Yes</b>
<b>Dismissal Schedule:</b>		
Dismissal Starts At		3:40 pm Monday, Tuesday, Wednesday and Thursday. On Fridays dismissal starts at 1:00pm.
<b>Scholars Utilizing the Services of the DOE's Office of Pupil Transportation:</b>		Approximately 350

<b>Scholars Not Utilizing the Services of the DOE's Office of Pupil Transportation:</b>	Approximately 250
<b>Scholars Not Picked-up by Parent/Guardian</b>	N/A
<b>Additional School Activities:</b>	
Does this school/program/academy have any additional school activities?	Yes- tutoring and afterschool
<b>Pool Use</b>	N/A
Does this school/program/academy use the site's pool?	No
<b>Automatic External Defibrillator (AED) Information</b>	Hallway near main office and 3rd floor near the elevator
Contact information	
Trained responders will be summoned to an AED emergency by the following procedure:	Phone or Walkie Talkie
AED Units and Locations	Hallway near main office and 3rd floor hallway by A staircase
AED Trained Responders	Jason McNatt, Kisha Perez, Genai Goldsmith, Jomari Nunez, Claudia Ramos, Orville Morgan, Julia Almanzar, Elizabeth Hillin and Jessica Camejo, Machell Curtis, Marisol Torres, Cody Matherne
Victoria Omotosho	Nurse

**Cafeterias/Lunchrooms**

Does this site have cafeterias?

Yes

**Building Cafeteria Type Room**

The following cafeteria(s) are on this site:

Cafeteria/Gym (Cellar)

