

**NUASIN**



**NEXT  
GENERATION**

# **Nuasin Next Generation Charter School**

## **Project SAVE**

# **School Safety & Emergency Response Plan**

**2023 - 2024**

Adopted by School Safety Team on: October 2022

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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 Managers of Operations, the Assistant Manager of Operations, the 44<sup>th</sup> PCT Commander, the Leader of School Culture Instruction, the Director of Scholar Services, the Director of School Culture, the Leaders of School Culture, the Lead Custodian, the Office Manager of Operations, Manager of Data, and the Facilities Operations Associate. The role of this team is to adopt all school safety policies and procedures.

Name	Position
Kurt Davidson	Principal (K-8)
Anthony Brown	Principal (9-12)
Candy Polanco	Manager of Operations (K-8)
Shela Kochar	Manager of Operations (9-12)
DI Charlie A. Bello	NYPD 44 <sup>th</sup> Precinct Commanding Officer
Elizabeth Hillin	Director of Scholar Culture (K-12)
Jason McNatt	Assistant Principal of School Culture (9-12)
Orville Morgan	Leader of School Culture (3-5)
Darius Hawkins	Leader of School Culture (9-12)
Melanie Mena	Leader of School Culture (6-8)
Shenequa Pierre	Assistant Principal (9-12)
Joi Culler	Assistant Principal (K-4)
Erik Reyes	Director of Differentiated Learning (K-8)
Marisol Torres	Facilities, Operations Associate (K-12)

Helen Minaya	Assistant Manager of Operations (K-12)
Karina Perez	Office Manager of Operations (K-12)
India Knight	Dean of Instruction- Humanities
Megan Whitehead	Dean of Instruction-STEM
Juana Diaz	Lead Custodian

**Building Response Team (BRT)**

This team consists of the Managers of Operations who are the BRT Leaders, all Assistant Principals, the Assistant Manager of Operations, the Director of Scholar Services, the Director of School Culture, the Leader of School Culture 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>
Jason McNatt	Assistant Principal of School Culture (9-12)
Joi Culler	Assistant Principal (K-4)
TBD	Manager of Operations (K-8)
Shela Kochar	Manager of Operations (9-12)
Helen Minaya	Assistant Manager of Operations (K-12)
Liesl Hara	Director of Scholar Services (K-12)
Elizabeth Hillin	Director of School Culture (K-12)
Shenequa Pierre	Assistant Principal (9-12)
India Knight	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 Managers of Operation, all Leaders of School Culture, the Director of School Culture, the Director of Scholar Services, the Co-Directors of College Readiness, the School Counselor, and the School Social Workers. 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)
Anthony Brown	Principal (9-12)
Candy Polanco	Manager of Operations (K-8)
Shela Kochar	Manager of Operations (9-12)
Liesl Hara	Director of Scholar Services (K-12)
DI Charlie A. Bello	NYPD 44 <sup>th</sup> Precinct Commanding Officer
Elizabeth Hillin	Director of School Culture (K-12)
Shenequa Pierre	Assistant Principal (9-12)
Eric Reyes	Director of Differentiated Learning (K-8)
Joi Culler	Assistant Principal (K-4)
Helen Minaya	Assistant Manager of Operations (K-12)
India Knight	Dean of Instruction- Humanities
Megan Whitehead	Dean of Instruction- STEM
Jeffrey Lucia	Co-Director of College Readiness
Austin Lahiff	Co-Director of College Readiness
Darius Hawkins	Leader of School Culture
Orville Morgan	Leader of School Culture
Melanie Mena	Leader of School Culture

Jason McNatt	Leader of School Culture
TBA	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 training 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 Managers of Operations, Candy Polanco and Shela Kochar 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 offer 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 counselors 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 counselors, psychologists
- Current events units in classrooms – analyzing violence on TV and in other media sources.

The School employs the Culture team which includes the Leaders of School Culture, 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 Leaders of School Culture both proactively and consequently with scholars who are having trouble with appropriate behavior. The Leader of School Culture 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 Leader of School Culture 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 Principles Of Niacin Next Generation Charter School or his/her designee has the responsibility and authority to regulate the admission of visitors and oversee their conduct while in the School. The Principals also have the 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. The 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 to 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 at 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 are 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. 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 Operations or in the absence of the MOO, 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>
1	Shela Kochar	Managers of Operations
2	Gisela Borja	Manager of Special Projects
3	Shenequa Pierre	Assistant Principal
4	Joi Culler	Assistant Principal (K-4)

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 Managers of 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 landline 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 is 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 lockdown 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 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 Defibrillator) 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 Facility of 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.

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