



Nuasin Next Generation Charter School

Project SAVE

School Safety & Emergency Response Plan

2026 - 2027

Adopted by School Safety Team on: October 2022

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**NEXT
GENERATION**

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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 expeditiously and effectively. All schools face risks 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 for 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 the Commissioner’s Regulation, Section 155.17 (e) (3), a summary of this plan will be made available for public comment at least 30 days before 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 Department of Education must formally adopt the plan.

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.

The District will provide complete copies of this Safety Plan to both local and State police within 30 days of adoption.

The Safety Team will review this plan periodically during the year and maintain it; the Safety Team is described on pages 3-4. The required annual review of this Safety Plan will be completed on or before school opens each year after the Board of Trustees adopts it.

C. Concept of Operations



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

In the event of an emergency or violent incident at the School, the Building Response Team (BRT) will respond first. 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 44th 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. This team adopts all school safety policies and procedures.

Name	Position
Meghan Whitehead	Principal (5-8)
Candy Polanco	Manager of Operations (K-8)
DI Charlie A. Bello	NYPD 44 th Precinct Commanding Officer
Orville Morgan	Director of School Culture (K-4)
Melanie Mena	Director of School Culture (5-8)
Joi Culler	Principal (K-4)
Marisol Torres	Facilities, Operations Associate (K-12)

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Helen Minaya	Assistant Manager of Operations (K-12)
Karina Perez	Office Manager of Operations (K-12)
India Knight	Assistant Principal (5-8)
Amir Cardoza	Assistant Principal (5-8)
Robinson Tjeda	Lead Custodian

Building Response Team (BRT)

This team consists of the Managers of Operations (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, the School Nurse, and the Operations Associate of Facilities. This team leads the initial response to any emergency that may occur within the School.

Name	Position
Diana Leal	Assistant Principal (K-4)
Joi Culler	Principal (K-4)
Candy Polanco	Manager of Operations (K-8)
Helen Minaya	Manager of Finance (K-12)
Liesl Hara	Director of Scholar Services (K-12)
Orville Morgan	Director of School Culture (K-4)
Melanie Mena	Director of Culture (5-8)
India Knight	Assistant Principal (5-8)
Khalif Andre	Leader of School Culture
Amir Cardoza	Assistant Principal (5-8)
Marisol Torres	Operations Associate of Facilities
Adwoa Agyeman	School Nurse



Post-Incident Response Team

This team consists of all Assistant Principals, the School Nurse, the Managers of Operations, all Leaders of School Culture, the Director of School Culture, the Director of Scholar Services, the School Counselor, and the School Social Workers. In addition, we will post a list of all certified First-Aid-trained personnel in the Main Office. This team provides post-incident psychological and medical aftercare, if necessary.

Name	Position
Meghan Whitehead	Principal (5-8)
Candy Polanco	Manager of Operations (K-8)
Liesl Hara	Director of Scholar Services (K-12)
DI Charlie A. Bello	NYPD 44 th Precinct Commanding Officer
Orville Morgan	Director of School Culture (K-4)
Melanie Mena	Director of School Culture (5-8)
Joi Culler	Principal (K-4)
Helen Minaya	Manager of Finance (K-12)
Khalif Andre	Leader of School Culture (5-8)
India Knight	Assistant Principal (5-8)
Amir Cardoza	Assistant Principal (5-8)
Johan Pimentel	Leader of School Culture (K-4)
Gloria Korbal	Social Worker (5-8)

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 emergencies.



Coordination with Emergency Officials

The Safety Team includes the Manager of Operations, Candy Polanco, who will facilitate the annual review of the Safety Plan and conduct drills and exercises to test it. These tests may include tabletop exercises, coordinated with local and county emergency responders and preparedness officials. The Building Response Team (BRT) will be critical to coordinating these exercises.

Annual Multi-Hazard Training for Staff and Scholars

The law requires annual multi-hazard training for scholars and staff. This training aims to inform building residents about the specific response procedures in their buildings. All school staff will be familiarized with the basic concepts of each emergency response based on a particular incident. Members of the Safety Team can deliver this training most effectively because they are most familiar with the procedures they 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 prevention strategies, including non-violent conflict resolution training programs, peer mediation programs, and extended-day and other school safety initiatives. At the School, proactive 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, consistently enforced, logical consequences, and 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 empathy, impulse control, and anger management skills and offer corrective and 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

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- Mentoring (pairing of differently-aged scholars)
- Parent/child/staff surveys
- Child Study Teams
- Drama programs
- Lessons on peer intervention taught by teachers, school counselors, and 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 enhances parent participation in their children's academic advancement and social development. 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 serves as the school's primary outreach to the community, enabling families to access a range of services and programs.

The work of the Leaders of School Culture is both proactive and collaborative with scholars who are having trouble with appropriate behavior. The Leader of School Culture works with scholars who are having behavioral difficulties or may have trouble, teaching them alternative ways to respond or ignore. The Leader of School Culture collaborates with parents to teach them the same language and techniques classroom teachers use with students.

B. Hazard Identification

Project Save requires the School to identify potential emergency sites, including both internal and external hazards, that may warrant protective actions, such as evacuating and sheltering the school population. The Team has identified the following as potential hazard areas or existing conditions:

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

SECTION III. SCHOOL SECURITY



A. Visitor Control Procedures

The Principal of Nuasin Next Generation Charter School, or his/her designee, has the responsibility and authority to regulate visitor admission and oversee their conduct while in the School. The Principal also has 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 to establish a uniform visitor control standard. These procedures ensure minimum standards for controlling 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 must be cleared by the lobby guard to access the building; this includes vendors. Additionally, all visitors must wear the lobby guard-printed badge for the duration of their visit.

The primary and only entrance utilized daily is on West 165th Street. The door will be locked at all times, and visitors must ring the outer and vestibule doorbell to request entry. A member of the Operations team will identify the visitor on the camera linked to the outside door, buzz them in, and direct them to the main office, located just 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 tell 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 visitor's date, time, name, and destination in 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 primary office before leaving the building. Lobby Guard maintains all visitor information in its database. The operations team member in the main office will ensure visitors scan their badge on the way out so the Lobby Guard system records the visitor's sign-out and exit.

Visitors who violate school visit procedures, whose conduct jeopardizes the safety of scholars and staff, interferes with school programs, or endangers property are subject to immediate removal from the school by order of the Principal, or his/her designee, and possible arrest.



Additionally, the visitor may be banned from entering the school on future occasions for a duration decided by the school.

Staff must be aware of visitors who do not have an appropriate pass for a designated area or who have no visitor's pass at all. Where feasible, staff should approach the person and ask them to return to the Main Office. Staff should then notify the Principal and the Main Office.

Based on recent events, visitors who are not required to enter the building will not be allowed in. Authorized visitors who must enter the building must wear a mask, have their temperature taken, and use hand sanitizer upon entering. Visitors must also take the health screener survey before entering the building.

A. Assignment of Responsibilities

BRT Leader

In the event of an emergency at the School, the Principal is in overall 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). In a crisis, the BRT Leader is responsible for decision-making and coordinating the emergency response.

A member of a local emergency response agency may replace the BRT Leader. 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:

Position	Name	Title
1	Candy Polanco	Manager of Operations
2	Joi Culler	Principal (K-4)
3	Johan Pitmentel	Leader of School Culture (K-4)
4	Gloria Korbai	School Social Worker
5	Melanie Mena	Director of School Culture
6	Orville Morgan	Director of School Culture
7	Marisol Torres	Assistant Manager of Facilities

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

B. Access to Floor Plans

The importance of easy access to school building floor plans, evacuation routes, school grounds, road maps, and the immediate surroundings cannot be overemphasized. Emergency services can obtain this information quickly and efficiently, which significantly affects the success of any response effort. Accordingly, detailed floor plans of the School facility are readily available in the Manager 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 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 runners, as selected by the BRT Leader.

Communication with Law Enforcement Officials

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In an emergency, communicate with local law enforcement officials 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 BrightArrow message and written notification. If the Associate of Family and Community Partnerships is absent, the school operations associate will distribute the written notification. 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 school's Main Office. 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 Principal or Managing Director of Operations will be the only official spokesperson to communicate with the media during an emergency. The Principal or the Managing Director of Operations will notify the media on behalf of the School to the broader community in the event of an emergency. The Principal or BRT Leader will respond to inquiries from parents and guardians during an emergency. If the Principal is not available, the BRT Leader will serve as Manager of Operations.

D. Resources Available for Use in an Emergency

Communication Resources

In an emergency, the following are available as communication methods within and outside the building: cell phones, faxes, email/computers, 2-way radios, and School Messenger/PowerSchool messages & Deanslist. Each classroom has a computer. The Main Office has a fax machine.

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The Main Office has student and staff attendance records, including contact information, and updates them daily with attendance counts.

Equipment

In an emergency, the nurse's office has basic first aid supplies, as does each classroom. An AED (Automated External Defibrillator) is available in the entrance hallway near the main office and in the 3rd-floor hallway next to the elevator. An EpiPen 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 administrators, staff, and scholars regularly practice.

This outlines protocols that will guide administrators and staff in staying calm during an emergency. The listed protocols reflect examples of events that can or may occur in schools. They are not intended to be an exhaustive list of all the events that the School might experience.

However, many steps for the listed crises/emergencies are transferable and can be used during most emergencies to quickly bring calm to school staff and scholars before emergency first responders arrive. Depending on the emergency, we may evacuate the School, in which case scholars and staff should be moved to a location some distance away. If an environmental threat is outside the school, such as a building collapse, water main break, or gas leak/explosion, we may keep scholars and staff at school to avoid outside dangers.

In every disaster situation, the BRT Leader will immediately assess the situation, activate the Building Response Team (BRT), and call 911 and contact the New York City Police Department (NYPD) and/or the New York City Fire Department (FDNY) as soon as practicable. Through our recent collaborations with these agencies and the Mayor's Office of Emergency Management (OEM), we have developed protocols to ensure emergency responders from one, if not all, of these agencies will be on-site minutes after a disaster.

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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 th 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