



**Mark Rampersant**, Senior Executive Director  
Office of Safety and Youth Development



**Junita Holmes**, Commanding Officer  
School Safety Division  
New York City Police Department

# I.S. 291 - BROOKLYN

## Safety Plan

**Academic Year: 2020-2021**

**Pending Borough Safety Director Review**

**Print Date: October 21, 2020 5:06 PM**

**Precinct: 083 PCT PBBN**

### Address Information

**Street Address: 231 PALMETTO STREET**

**City/State/Zip: BROOKLYN, NY 11221**

### Borough Safety Director

Borough Safety Director: [Gary Albin](#)

### Building Council

School	Person Name	Primary Contact Information
32K291	JANICE BRUCE	Main Phone: 718-574-0361 Fax Number: 718-574-1360
32K564	LLERMI GONZALEZ	Main Phone: 718-443-3083 Fax Number: 718-919-0781
84K733	Arthur Samuels	Main Phone: 718-282-7426 Fax Number: 718-919-1479

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# Section 1 School Safety Agents

It is the duty of the School Safety Agent Level III and School Safety Agent(s) to work in conjunction with school administration to help maintain order and safety. A specific duty of the Agent Level III is to report any untoward incident to the School Safety Division Operations Center, (718) 730 - 8800. In the absence of the School Safety Agent Level III, the second-in-command, i.e. the assigned School Safety Agent will assume this responsibility. In emergencies, the School Safety Agent Level III has the authority to alter assignments as the needs of the building change.

## ***School Safety Agents listed for this plan are:***

<b>Charmaine Bamberg</b>	<b>(School Safety Agent)</b>
<b>Crystal Broadwater</b>	<b>(School Safety Agent)</b>
<b>Dale Elliott</b>	<b>(School Safety Agent)</b>
<b>EMONTINE SWEENEY-ADAMS</b>	<b>(School Safety Agent)</b>
<b>Jessica Barreto</b>	<b>(School Safety Agent)</b>
<b>Keyana Ingram</b>	<b>(School Safety Agent)</b>
<b>Luis Valentin</b>	<b>(School Safety Agent)</b>
<b>Maritza Nieves</b>	<b>(School Safety Agent)</b>
<b>Tamika McMurrin</b>	<b>(School Safety Agent)</b>

## ***School Safety Agent Level III for this site is/are:***

<b>Takeya Davis</b>	<b>(School Safety Agent)</b>
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## ***School Safety Post Instructions***

Each School Safety Agent Level III and School Safety Agent has specific functions to perform. These duties and responsibilities include:

- School Safety Agents will conduct themselves in a professional and courteous manner at all times.
- School Safety Agents will not allow students to remain on their post for extended conversations.
- School Safety Agents will remain on their assigned posts until relieved by authorized personnel, instructed by School Safety Agent Level III and/or Administration, or to respond to an immediate security situation.
- All students/intruders picked up for infractions will be referred to the school administration (Principal, Dean, Counselor, Chairperson, etc.).
- School Safety Agents will report untoward incidents to the School Safety Agent Level III and Administration.
- The School Safety Agent Level III will call or radio in the appropriate report(s). In the absence of a School Safety Agent Level III, School Safety Agent Level II or School Safety Agent Level I will call or radio in the required report(s) in a timely manner.
- School Safety Agents will escort all intruders to the School Safety Agent Level III and/or appropriate school administrator.
- School Safety Agents will call for backup/assistance when necessary.

## **Official Radio Codes**

When applicable, walkie-talkie radios will be used by the assigned School Safety Agents and the Principal and/or Designee. These radios will enable each person to keep in constant communication with the other, and to notify each other in case an intruder is present, or other serious conditions emerge. In all cases the "Official Radio Codes" will be used at all times.

10-01	Call your command
10-02	Report to your command
10-03	Call Dispatcher By (Central)
10-04	Acknowledgment (O.K.)
10-05	Repeat Message
10-06	Standby
10-07	Verify Address
10-10	Possible Crime
10-11	Alarm (specify type)
10-13	Assist Police Officer/Agent – Emergency
10-20	Past Robbery
10-21	Past Burglary
10-22	Past Larceny (specify: auto, from person/other)
10-24	Past Assault (specify)
10-25	Child Abuse in the Past
10-29	Other Crimes in the Past (specify)
10-30	Robbery in Progress
10-31	Burglary in Progress
10-32	Larceny in Progress (specify: auto, from person/other)
10-33	Explosive Device or Threat

*NOTE: Portable radio should NOT be used when in the presence of a suspected bomb, explosive or incendiary device.*

10-34	Assault in Progress (specify)
10-35	Child Abuse in Progress
10-39	Other Crime in Progress (specify)
10-50	Disorderly Person/Group or Noise
10-51	Roving Band (specify direction of travel & number in group)
10-52	Dispute (Specify)
10-53	Vehicular Accident (Specify)
10-54	Ambulance Case (specify type)
10-55	Ambulance Case No R.M.P. required
10-56	Verify if Ambulance Needed
10-58	Fire Drill (Specify Location)
10-59	Alarm of Fire (Specify Type)
10-61	Precinct Assignment - not available (Give condition and/or location, e.g., mail run, at S.H., patrol with Pct. C.O., etc.)
10-62	Out of Service - Mechanical (give condition and location)
10-63	Out of Service (Meal)
10-65	Utility trouble (specify nature and if ESU responding or not)
10-66	Unusual Incident Examples: train derailment/collision, plane crash, building collapse.
10-67	Traffic/Parking Condition (specify)
10-68	See Complainant re: (specify)
10-69	Other Non-Criminal Incident (specify)
10-80	Cancel (specify unneeded service)
10-82	Verification/Arrest (give number detained)

10-83	Report/notification at station house
10-84	Arrived at scene
10-85	Need Additional Unit (Specify type & reason)
10-86	Female In/Female Out of Vehicle (indicate time)
10-87	Unit to hospital (specify hospital)
10-89	Other Interim Status (specify)
10-90U	Unable to gain entrance
10-90X	Unfounded
10-90Y	Unnecessary
10-90Z	Gone on arrival
10-91	Non-crime corrected
10-92	Arrest
10-92C	Crime Arrest (felony/misdemeanor), include number arrested in all cases.
10-92F	Family Offense arrest made
10-92J	Child Abuse arrest affected
10-92Q	Other arrest (specify type)
10-93C	COMPLAINT REPORT prepared a report a crime (felony or misdemeanor, including a Juvenile Report for a crime) is prepared.
10-93Q	Other report prepared (no arrest) [P.A.R. etc.]
10-94	Handled by previous tour
10-95	Non-crime referred by another agency
10-96	Summons served
10-97H	Patient removed to hospital
10-97R	Patient refused medical aid
10-98	Resume Patrol (not acceptable as a final disposition from last unit on scene)
10-99	Other final disposition (must include remarks)

Final Dispositions (90-97, 99) are to be used only when a unit is completely finished with an assignment (including paperwork, forms and notifications) and is available for another assignment. Disposition code is to be selected and transmitted by the unit.





## Section 2 Buildings Information

### I.S. 291 - BROOKLYN (1318)

Address Information	
<b>Street Address:</b> 231 PALMETTO STREET	
<b>City/State/Zip:</b> BROOKLYN, NY 11221	
<b>Building Information</b>	
How many floors does the building have that are used for instructional or administrative purposes?	<b>3</b>
All Public Schools should be prepared to Host other Public School in the event of an emergency requiring relocation. "Common areas" can be used for these purposes. The capacity of the common areas identified in this building are shown below:	
Cafeteria(s):	<b>770</b>
Auditorium(s):	<b>620</b>
Gymnasium(s):	<b>355</b>
Other: Library	<b>319</b>
Where is the electrical control panel in the building?	<b>Basement</b>
Where is the gas/oil shutoff in the building?	<b>Basement</b>
Where is the water shutoff in the building?	<b>Basement</b>
Where is the fire box in the building?	<b>113</b>
Does this building have a panic button?	<b>Yes</b>
Where is the Panic Button located?	<b>109</b>
Does this building have a Classroom Call Switch?	<b>No</b>
Where is the remote control panel for electromagnetic locks in the building?	<b>Not Applicable</b>
Does this building have a basement?	<b>Yes</b>
Does this building have a fully functioning sprinkler system in both classrooms and corridors?	<b>No</b>
Does this building have a sub-basement?	<b>Yes</b>
Where are the chemicals/controlled substances used in the science lab stored?	<b>337</b>
Who is responsible for laboratory safety, including storage and maintenance of chemicals and laboratory equipment?	<b>Michael Finneran</b>
Does this building have central air conditioning?	<b>No</b>
Does this building have ventilation system?	<b>No</b>
If yes, what type of ventilation system is it?	
If yes, where are the shut-off controls located?	
What is the storage location for hazardous materials that are often used by school custodians (e.g., bleaches; combustible	<b>Basement</b>

## Section 2 Buildings Information

cleaning materials)?*					
*All hazardous materials must be kept in an appropriate area that is locked, isolated, and properly ventilated.					
<b>Accessibility</b>					<b>Not Accessible</b>
Does this building have students that require the use of a Fully/Partially accessible Relocation Site?					<b>Yes</b>
<b>Elevators</b>					
Does this building have elevators?					<b>Yes</b>
Description	Type	Is the elevator staffed?	Does the elevator have a phone?	Intercom / Phone	
<b>Key Operated</b>	<b>Passenger</b>	<b>No</b>	<b>No</b>		
<b>Escalators</b>					
Does this building have escalators?					<b>No</b>
Description			Location		
<b>Electromagnetic Locks</b>					
Does this building have doors with electromagnetic locks?					<b>No</b>
<b>Stairwells</b>					
Does this building have stairwells?					<b>Yes</b>
<b>Vaults*</b>					
Does this building have a walk-in vault?					<b>Yes</b>
<i>Location</i>					<b>Basement</b>
<i>Who has access to the vault combination?</i>					<b>JANICE BRUCE</b>
*Many schools are equipped with large walk-in vaults that serve as secure, enclosed storage spaces for protection of assets from loss, theft, or damage by fire, water, or chemicals. Special care should taken to ensure that any vault in a school building is 1) kept under responsible supervision when it is open, and 2) inspected daily, particularly at closing time. Vaults should not be used as spaces to conduct work, and only those persons who are authorized to handle material that is maintained in the vault should be admitted. To prevent fires, lighters, matches and other incendiary devices should not be allowed in the vaults.					
<b>Pool Information</b>					
Does this building have a functional pool?					<b>No</b>
Location(s)	Hours of Operation		Who supervises pool activities during regular school hours?*		
	-				
*A copy of a valid lifeguard and professional rescuer/resuscitator certification(s) must be kept on file at the school at all times.					

## Section 2 Buildings Information

<i>What is the storage location for hazardous materials* that are used for pool maintenance?</i>	<b>Not Applicable</b>
*All hazardous materials must be kept in an appropriate area that is locked, isolated and properly ventilated.	
<b><u>Control Panel Information</u></b>	
Who should be consulted regarding the location of the control panel?	<b>Michael Finneran at (718) 574-0361</b>
<b><u>School Yard Information</u></b>	
Do students use this building's yard?	<b>Yes</b>
<b><u>Intrusion Alarm System</u></b>	
Does this building have an Intrusion Alarm System?	<b>No</b>
<i>Is it in working order?</i>	<b>No</b>
<i>Are the exit doors connected to the Intrusion Alarm System?</i>	<b>No</b>
<b><u>Exit Door Alarm System</u></b>	
Does this building have key operated door alarms installed on exit doors?	<b>Yes</b>
How many key operated door alarms are installed on exit doors?	<b>28</b>
How many DOE staff members have been issued a key to operate the door alarms?	<b>26</b>
Do School Safety Agents have door alarm keys to operate the door alarms?	<b>Yes</b>
<b><u>CCTV/Video Surveillance System</u></b>	
Does this building have a CCTV/Video Surveillance System?	<b>Yes (IPDVS)</b>
<i>How many cameras are installed?</i>	<b>47</b>
<i>What kind of device is used to record video images?</i>	<b>Network Server</b>
<i>What specific areas are under surveillance?</i>	<b>Exterior Doors</b> <b>Selected Corridors</b> <b>Selected Stairwells</b> <b>Student Cafeteria(s)</b> <b>Auditorium(s)</b> <b>Selected Outdoor Locations</b> <b>Outside Student Locker Rooms</b>
<i>Who oversees daily operation of the surveillance system?</i>	<b>Daily viewing by NYPD (SSA) staff</b>
<b><u>Main Entrance Monitor</u></b>	
The main entrance must remain unlocked, accessible and monitored by a staff member (DOE or SSA) responsible for the implementation of the Visitor Control Procedures while the school building is open.	

# Section 3 Other Facilities Information

## Additional Facilities

<b>Transportables</b>	
Does this site have transportables or temporary structures?	<b>No</b>
In the event of an evacuation, can the street be accessed directly or through the schoolyard when exiting the transportable?	
The following transportable(s) or temporary structure(s) exist on this site:	

<u>Structure Type</u>	<u>Room(s)</u>	<u>Primary Egress</u>	<u>Secondary Egress</u>
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<b>Cafeterias</b>	
Does this site have cafeterias?	<b>Yes</b>
The following cafeteria(s) are on this site:	

<u>Building</u>	<u>Cafeteria Type</u>	<u>Room</u>
<b>K291 I.S. 291 - BROOKLYN</b>	<b>Student</b>	<b>111</b>
<b>K291 I.S. 291 - BROOKLYN</b>	<b>Student</b>	<b>300</b>

## Section 4 Critical Security Notifications and Offices

Individual phone numbers to the local precinct, nypd/school safety division borough commands, fire house and hospital should be gathered and posted in various areas of the building (i.e. principal's/secretary's office, dean's office, guidance counselor's office, nypd school safety agent's office).

### *New York City Department of Education Contacts*

Office of Safety & Youth Development (Mark Rampersant, Senior Executive Director)	<b>(212) 374-4368</b>
Emergency Information Center (EIC)	<b>(718) 935-3210</b>
Office of Special Investigations	<b>(718) 935-3800</b>
Office of Pupil Transportation	<b>(718) 729-6100</b>
Division of School Facilities	<b>(718) 349-5799</b>
Office of Legal Services	<b>(212) 374-6888</b>
Office of School Food & Nutrition Services	<b>(718) 707-4300</b>

### *New York City Police Department - School Safety Division Contacts*

Junita Holmes	<b>(718) 730-8800</b>
Barbara Welsh	<b>(718) 610-4739</b>
Operations Center (24-Hour Hotline, for evening and weekend emergencies)	<b>(718) 730-8800</b>

### *New York City Police Department - Precinct Contact*

083 PCT PBBN	<b>(718) 574-1632</b>
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### *New York City and New York State Agencies*

Office of Special Commissioner of Investigations for the New York City School District	<b>(212) 510-1500</b>
New York State Central Register (Reporting of Suspected Child Abuse)	<b>(800) 635-1522</b>

### *311 Government and Information Services Hotline*

MILLIE LOPEZ MARTIR (GUIDANCE COUNSELOR ) (32K564)	<b>(718) 443-3083</b>
MIGUELINA URENA (GUIDANCE COUNSELOR ) (32K291)	<b>(718) 574-0361</b>

**Notify NYC** (<https://a858-nycnotify.nyc.gov/notifynyc/Enrollment/>)

### *School Safety Plan Technical Assistance*

Office of Safety and Youth Development call center	<b>(718) 935-5004</b>
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## Critical Offices

Office	Building	Room No.
A.P. Administration Office	I.S. 291 - BROOKLYN	101
A.P. Administration Office	I.S. 291 - BROOKLYN	108 ProgOf
A.P. Administration Office	I.S. 291 - BROOKLYN	118 AttOff
A.P. Administration Office	I.S. 291 - BROOKLYN	250A
A.P. Administration Office	I.S. 291 - BROOKLYN	355F
A.P. Guidance Office	I.S. 291 - BROOKLYN	250
Auditorium	I.S. 291 - BROOKLYN	Main 100
Cafeteria	I.S. 291 - BROOKLYN	111
Cafeteria	I.S. 291 - BROOKLYN	300
Counselor's Office	I.S. 291 - BROOKLYN	223
Crisis Intervention Office	I.S. 291 - BROOKLYN	220F
Dean's Office	I.S. 291 - BROOKLYN	120
General Office	I.S. 291 - BROOKLYN	109A
Gymnasium	I.S. 291 - BROOKLYN	1st Floor
Gymnasium Office	I.S. 291 - BROOKLYN	148
In-School Suspension Center	I.S. 291 - BROOKLYN	119
Library	I.S. 291 - BROOKLYN	338
Medical Supply Room	I.S. 291 - BROOKLYN	110
Nurse's Office	I.S. 291 - BROOKLYN	110A
Office	I.S. 291 - BROOKLYN	355 Comp
Other	I.S. 291 - BROOKLYN	105
Other	I.S. 291 - BROOKLYN	131
Other	I.S. 291 - BROOKLYN	343C
Principal's Office	I.S. 291 - BROOKLYN	109
Principal's Office	I.S. 291 - BROOKLYN	313
Security Office	I.S. 291 - BROOKLYN	115

# Section 5 School/Program/Academy Information

## School Information - 32K291

<b>Principal</b>	<b>JANICE BRUCE</b>
<b>Phone: (718) 574-0361</b>	<b>Fax: (718) 574-1360</b>
<b>Hours of Operation</b>	<b>12:58 AM To 6:00 PM</b>
<b>How many floors of the building does this school/program/academy use?</b>	<b>2</b>
<b>Does this school/program/academy operate as a Night School?</b>	<b>No</b>
<b>Is this a Young Adult Borough Center (YABC)?</b>	<b>No</b>
<b>Staff</b>	
<b>Teachers:</b>	<b>33</b>
<b>Paraprofessionals:</b>	<b>7</b>
<b>School Aides:</b>	<b>3</b>
<b>Supervisors/Administrators:</b>	<b>2</b>
<b>Secretaries:</b>	<b>2</b>
<b>Additional Staff:</b>	<b>20</b>
<b>Other:</b>	<b>0</b>
<b>Total:</b>	<b>67</b>
<b># of Students Per Grade Served</b>	
<b># of 3K Student</b>	<b>0</b>
<b># of Pre K</b>	<b>0</b>
<b># of Grade K</b>	<b>0</b>
<b># of Grade 1</b>	<b>0</b>
<b># of Grade 2</b>	<b>0</b>
<b># of Grade 3</b>	<b>0</b>
<b># of Grade 4</b>	<b>0</b>
<b># of Grade 5</b>	<b>0</b>
<b># of Grade 6</b>	<b>88</b>
<b># of Grade 7</b>	<b>108</b>
<b># of Grade 8</b>	<b>114</b>
<b># of Grade 9</b>	<b>0</b>
<b># of Grade 10</b>	<b>0</b>
<b># of Grade 11</b>	<b>0</b>
<b># of Grade 12</b>	<b>0</b>
<b># of Adult Student</b>	<b>0</b>
<b>Total for Grades Served</b>	<b>310</b>

## School Personnel and Liaisons

Title	Name
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## Section 5 School/Program/Academy Information

Title	Name
<b>311 Designee</b>	MIGUELINA URENA (GUIDANCE COUNSELOR)
<b>Assistant Principal Security/Dean</b>	JUSTIN HESTER (TEACHER)
<b>Assistant Principal Security/Dean</b>	MADELINE RODRIGUEZ (ASSISTANT PRINCIPAL)
<b>Dietician</b>	PEGGY BOBADILLA (SCHOOL FOOD SERV MGR)
<b>PA President/Co-President</b>	Gloria Estrada (PA President/Co-President)
<b>Parent Coordinator</b>	FRANCISCO GONZALEZ (COMMUNITY ASSOCIATE)
<b>Respect for All Liaison</b>	MIGUELINA URENA (GUIDANCE COUNSELOR)
<b>UFT Chapter Leader</b>	CATHERINE RHEE (TEACHER)

### Chain of Command

The Chain of Command is a listing of school personnel who, in sequence, are in charge of the school in the absence of the Principal/Site Administrator. Each designated staff member should be knowledgeable about the Safety Plan and be able to assume a leadership role when necessary. Chain of Command should include Building Response Team (BRT) Leader, Assistant Principals, Deans, Teachers, and/or other staff members, as appropriate.

Command Position	Name	Title	Home Phone
<b>First</b>	<b>MADELINE RODRIGUEZ</b>	<b>ASSISTANT PRINCIPAL</b>	<b>On File</b>
<b>Second</b>	<b>GESAI COURTENAY</b>	<b>12 MONTH ASSISTANT PRINCIPAL</b>	<b>On File</b>
<b>Third</b>	<b>MIGUELINA URENA</b>	<b>GUIDANCE COUNSELOR</b>	<b>On File</b>

### Class Schedule

Period	Period Start Time	Period End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Daily
<b>1</b>	<b>8:30:00 AM</b>	<b>9:32:00 AM</b>						<b>X</b>
<b>2</b>	<b>9:37:00 AM</b>	<b>10:39:00 AM</b>						<b>X</b>
<b>3</b>	<b>10:44:00 AM</b>	<b>11:46:00 AM</b>						<b>X</b>
<b>4</b>	<b>11:51:00 AM</b>	<b>12:53:00 PM</b>						<b>X</b>
<b>5</b>	<b>12:58:00 AM</b>	<b>2:00:00 AM</b>						<b>X</b>

### Lunch Schedule

Does this school/program/academy have a lunch schedule?	<b>Yes</b>
Do the students remain in school for lunch?	<b>Yes</b>

Period	Cafeteria	Supervisor	Staff Assigned
<b>3</b>	<b>I.S. 291 - BROOKLYN, 111</b>	<b>Supervisor MADELINE RODRIGUEZ (ASSISTANT PRINCIPAL)</b>	<b>Monitor ELIZABETH GARCIA (F/T SCHOOL AIDE)</b>
<b>4</b>	<b>I.S. 291 - BROOKLYN, 111</b>	<b>Supervisor GESAI COURTENAY (12 MONTH ASSISTANT PRINCIPAL)</b>	<b>Monitor OLGA LOPEZ (F/T SCHOOL AIDE)</b>

### Yard Duty Assignments

Are school personnel assigned to monitor the school yard?	<b>Yes</b>			
Period ID	From	To	Staff Assigned	Supervisor By
	<b>2:00:00 PM</b>	<b>2:15:00 PM</b>	<b>JUSTIN HESTER</b>	<b>MADELINE RODRIGUEZ</b>



## Section 5 School/Program/Academy Information

### Hall Duty Assignments

Are school personnel assigned to monitor the hallways?			<b>Yes</b>		
Period	Hall Duty Start Time	Hall Duty End Time	Floor	Staff Assigned	Supervised By
	<b>2:00:00 PM</b>	<b>2:15:00 PM</b>	<b>2</b>	<b>JUSTIN HESTER</b>	<b>MADELINE RODRIGUEZ</b>
<b>2</b>	<b>N/A</b>	<b>N/A</b>	<b>2</b>	<b>ELIZABETH GARCIA</b>	<b>GESAI COURTENAY</b>
<b>5</b>	<b>N/A</b>	<b>N/A</b>	<b>2</b>	<b>OLGA LOPEZ</b>	<b>MADELINE RODRIGUEZ</b>

### Dismissal Schedules and Information

Building Name	Dismissal Time	Using OPT	Exit	Staff Assigned	Supervised By
<b>K291 - I.S. 291 - BROOKLYN</b>	<b>3:35:00 PM</b>	<b>Yes</b>	<b>Exit Exit 2 - Palmetto Palmetto</b>	<b>MONICA VIRUET</b>	<b>FRANCISCO GONZALEZ</b>
	Students who are picked up by a parent/guardian wait in the where they are supervised by				<b>Parent coordinator's office - Room 112</b>
	<b>2:00:00 PM</b>	<b>No</b>	<b>Exit Exit 3 - Palmetto Palmetto</b>	<b>ELIZABETH GARCIA</b>	<b>JANICE BRUCE</b>
	Students who are picked up by a parent/guardian wait in the where they are supervised by				<b>ANN CASTILLO</b>
	<b>2:00:00 PM</b>	<b>No</b>	<b>Exit Exit 6 - Gates Gates</b>	<b>OLGA LOPEZ</b>	<b>GESAI COURTENAY</b>
	Students who are picked up by a parent/guardian wait in the where they are supervised by				
	<b>2:00:00 PM</b>	<b>No</b>	<b>Exit Exit 7 - Wilson Gates</b>	<b>JUSTIN HESTER</b>	<b>MADELINE RODRIGUEZ</b>
Students who are picked up by a parent/guardian wait in the where they are supervised by					

### Additional School Activities / Community-Based Organization Partnerships

Does this school/program/academy have any additional school activities?	<b>Yes</b>
Does this school/program/academy have any community based organizations working in the building?	<b>Yes</b>

### After School Building Response Team

Name	Title	Telephone
Ariel Argueso (CBO Personnel)	After-School Assembly Point Coordinator	(718) 574-0361
Marienely Lasanta (CBO Personnel)	After-School Emergency Officer	(718) 574-1361
Alicia Mendez (Others)	After-School Recorder	(718) 574-1361

Program Type	Activity	Mon	Tue	Wed	Thu	Fri	Sat
Permit Holder / CBO	BEACON HISP FAMILY	02:00 PM 06:00 PM	02:00 PM 06:00 PM	02:00 PM 06:00 PM	02:00 PM 06:00 PM	02:00 PM 06:00 PM	02:00 PM 06:00 PM
Supervisor: Diana Delgado(CBO Personnel) Administrative Office: Room 131 Scanning: No				Special Need Students: 0 Relocation Site(s): <b>Bushwick Campus</b> Medical supplies are kept at: <b>Room 131</b>			

### Pool Use

Does this school/program/academy use the on-site pool (where applicable)?	<b>No</b>
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### School Information - 32K564

## Section 5 School/Program/Academy Information

<b>Principal</b>	<b>LLERMI GONZALEZ</b>
<b>Phone: (718) 443-3083</b>	<b>Fax: (718) 919-0781</b>
<b>Hours of Operation</b>	<b>8:20 AM To 5:00 PM</b>
<b>How many floors of the building does this school/program/academy use?</b>	<b>1</b>
<b>Does this school/program/academy operate as a Night School?</b>	<b>No</b>
<b>Is this a Young Adult Borough Center (YABC)?</b>	<b>No</b>
<b>Staff</b>	
<b>Teachers:</b>	<b>17</b>
<b>Paraprofessionals:</b>	<b>0</b>
<b>School Aides:</b>	<b>1</b>
<b>Supervisors/Administrators:</b>	<b>4</b>
<b>Secretaries:</b>	<b>1</b>
<b>Additional Staff:</b>	<b>1</b>
<b>Other:</b>	<b>0</b>
<b>Total:</b>	<b>24</b>
<b># of Students Per Grade Served</b>	
<b># of 3K Student</b>	
<b># of Pre K</b>	<b>0</b>
<b># of Grade K</b>	<b>0</b>
<b># of Grade 1</b>	<b>0</b>
<b># of Grade 2</b>	<b>0</b>
<b># of Grade 3</b>	<b>0</b>
<b># of Grade 4</b>	<b>0</b>
<b># of Grade 5</b>	<b>0</b>
<b># of Grade 6</b>	<b>0</b>
<b># of Grade 7</b>	<b>0</b>
<b># of Grade 8</b>	<b>0</b>
<b># of Grade 9</b>	<b>10</b>
<b># of Grade 10</b>	<b>41</b>
<b># of Grade 11</b>	<b>48</b>
<b># of Grade 12</b>	<b>59</b>
<b># of Adult Student</b>	<b>0</b>
<b>Total for Grades Served</b>	

<b>School Personnel and Liaisons</b>	
<b>Title</b>	<b>Name</b>
<b>311 Designee</b>	MILLIE LOPEZ MARTIR (GUIDANCE COUNSELOR)
<b>Assistant Principal Security/Dean</b>	SANTA CALDERON (12 MONTH ASSISTANT PRINCIPAL)

## Section 5 School/Program/Academy Information

Title	Name
<b>Dietician</b>	PEGGY BOBADILLA (SCHOOL FOOD SERV MGR)
<b>PA President/Co-President</b>	NOT APPLICABLE ()
<b>Parent Coordinator</b>	NOT APPLICABLE ()
<b>Respect for All Liaison</b>	DAMARIS SANTIAGO (SCHOOL SOCIAL WORKER)
<b>UFT Chapter Leader</b>	DAMARIS SANTIAGO (SCHOOL SOCIAL WORKER)

### Chain of Command

The Chain of Command is a listing of school personnel who, in sequence, are in charge of the school in the absence of the Principal/Site Administrator. Each designated staff member should be knowledgeable about the Safety Plan and be able to assume a leadership role when necessary. Chain of Command should include Building Response Team (BRT) Leader, Assistant Principals, Deans, Teachers, and/or other staff members, as appropriate.

Command Position	Name	Title	Home Phone
<b>First</b>	<b>SANTA CALDERON</b>	<b>12 MONTH ASSISTANT PRINCIPAL</b>	<b>On File</b>
<b>Second</b>	<b>EBONY SINGLETON</b>	<b>12 MONTH ASSISTANT PRINCIPAL</b>	<b>On File</b>
<b>Third</b>	<b>TUTTI TOURAY</b>	<b>12 MONTH ASSISTANT PRINCIPAL</b>	<b>On File</b>

### Class Schedule

Period	Period Start Time	Period End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Daily
<b>0</b>	<b>8:20:00 AM</b>	<b>8:50:00 AM</b>						<b>X</b>
<b>1</b>	<b>8:51:00 AM</b>	<b>9:36:00 AM</b>						<b>X</b>
<b>2</b>	<b>9:37:00 AM</b>	<b>10:22:00 AM</b>						<b>X</b>
<b>3</b>	<b>10:23:00 AM</b>	<b>11:08:00 AM</b>						<b>X</b>
<b>4</b>	<b>11:09:00 AM</b>	<b>11:54:00 AM</b>						<b>X</b>
<b>5</b>	<b>11:55:00 AM</b>	<b>12:40:00 PM</b>						<b>X</b>
<b>6</b>	<b>12:41:00 PM</b>	<b>1:32:00 PM</b>						<b>X</b>
<b>7</b>	<b>1:33:00 PM</b>	<b>2:18:00 PM</b>						<b>X</b>

### Lunch Schedule

Does this school/program/academy have a lunch schedule?	<b>Yes</b>
Do the students remain in school for lunch?	<b>Yes</b>

Period	Cafeteria	Supervisor	Staff Assigned
<b>6</b>	<b>I.S. 291 - BROOKLYN, 300</b>	<b>Supervisor SANTA CALDERON(12 MONTH ASSISTANT PRINCIPAL)</b>	<b>Monitor MICHAEL MAKINDE BECKLES(TEACHER SPECIAL EDUCATION)</b>

### Yard Duty Assignments

Are school personnel assigned to monitor the school yard?	<b>No</b>			
Period ID	From	To	Staff Assigned	Supervisor By
	<b>N/A</b>	<b>N/A</b>		

### Hall Duty Assignments

## Section 5 School/Program/Academy Information

Are school personnel assigned to monitor the hallways?	<b>Yes</b>				
Period	Hall Duty Start Time	Hall Duty End Time	Floor	Staff Assigned	Supervised By
	<b>8:30:00 AM</b>	<b>2:40:00 PM</b>	<b>3</b>	<b>DEVONE DAVIS</b>	<b>SANTA CALDERON</b>
	<b>8:30:00 AM</b>	<b>2:40:00 PM</b>	<b>3</b>	<b>MICHAEL MAKINDE BECKLES</b>	<b>SANTA CALDERON</b>
	<b>8:30:00 AM</b>	<b>2:40:00 PM</b>	<b>3</b>	<b>DAVID JEROME</b>	<b>SANTA CALDERON</b>

### Dismissal Schedules and Information

Building Name	Dismissal Time	Using OPT	Exit	Staff Assigned	Supervised By
<b>K291 - I.S. 291 - BROOKLYN</b>	<b>2:38:00 PM</b>	<b>No</b>	<b>Exit Main Lobby - Plametto Plametto</b>	<b>MICHAEL MAKINDE BECKLES</b>	<b>SANTA CALDERON</b>
Students who are picked up by a parent/guardian wait in the where they are supervised by				<b>Room 317</b>	

### Additional School Activities / Community-Based Organization Partnerships

Does this school/program/academy have any additional school activities?	<b>Yes</b>
Does this school/program/academy have any community based organizations working in the building?	<b>No</b>

### After School Building Response Team

Name	Title	Telephone
Ariel Argueso (CBO Personnel)	After-School Assembly Point Coordinator	(718) 574-0361
Marienely Lasanta (CBO Personnel)	After-School Emergency Officer	(718) 574-1361
Alicia Mendez (Others)	After-School Recorder	(718) 574-1361

Program Type	Activity	Mon	Tue	Wed	Thu	Fri	Sat
Additional School Program/Activity	Basketball Club	03:00 PM 05:00 PM	03:00 PM 05:00 PM	03:00 PM 05:00 PM	03:00 PM 05:00 PM	03:00 PM 05:00 PM	03:00 PM 05:00 PM

Supervisor: SANTA CALDERON(12 MONTH ASSISTANT PRINCIPAL)	Special Need Students: 0
Administrative Office: 317	Relocation Site(s): Bushwick HS
Scanning: Yes	Medical supplies are kept at: 317

### Pool Use

Does this school/program/academy use the on-site pool (where applicable)?	<b>No</b>
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### School Information - 84K733

<b>Principal</b>	<b>Arthur Samuels</b>
<b>Phone: (718) 282-7426</b>	<b>Fax: (718) 919-1479</b>
<b>Hours of Operation</b>	<b>9:00 AM To 5:30 PM</b>
<b>How many floors of the building does this school/program/academy use?</b>	<b>2</b>
<b>Does this school/program/academy operate as a Night School?</b>	<b>No</b>
<b>Is this a Young Adult Borough Center (YABC)?</b>	<b>No</b>

## Section 5 School/Program/Academy Information

Staff	
<b>Teachers:</b>	<b>51</b>
<b>Paraprofessionals:</b>	<b>0</b>
<b>School Aides:</b>	<b>2</b>
<b>Supervisors/Administrators:</b>	<b>9</b>
<b>Secretaries:</b>	<b>1</b>
<b>Additional Staff:</b>	<b>0</b>
<b>Other:</b>	<b>9</b>
<b>Total:</b>	<b>72</b>
# of Students Per Grade Served	
<b># of 3K Student</b>	
<b># of Pre K</b>	<b>0</b>
<b># of Grade K</b>	<b>0</b>
<b># of Grade 1</b>	<b>0</b>
<b># of Grade 2</b>	<b>0</b>
<b># of Grade 3</b>	<b>0</b>
<b># of Grade 4</b>	<b>0</b>
<b># of Grade 5</b>	<b>0</b>
<b># of Grade 6</b>	<b>0</b>
<b># of Grade 7</b>	<b>0</b>
<b># of Grade 8</b>	<b>0</b>
<b># of Grade 9</b>	<b>121</b>
<b># of Grade 10</b>	<b>126</b>
<b># of Grade 11</b>	<b>126</b>
<b># of Grade 12</b>	<b>113</b>
<b># of Adult Student</b>	<b>0</b>
<b>Total for Grades Served</b>	

School Personnel and Liaisons	
Title	Name
<b>Assistant Principal Security/Dean</b>	Lauren Rawles (Charter School Personnel)
<b>Assistant Principal Security/Dean</b>	Arthur Samuels (Principal)
<b>Assistant Principal Security/Dean</b>	Anthony Velez (Charter School Personnel)
<b>Assistant Principal Security/Dean</b>	Pagee Cheung (Principal)

### Chain of Command

The Chain of Command is a listing of school personnel who, in sequence, are in charge of the school in the absence of the Principal/Site Administrator. Each designated staff member should be knowledgeable about the Safety Plan and be able to assume a leadership role when necessary. Chain of Command should include Building Response Team (BRT) Leader, Assistant Principals, Deans, Teachers, and/or other staff members, as appropriate.

Command Position	Name	Title	Home Phone
<b>First</b>	<b>Lauren Rawles</b>	<b>Charter School Personnel</b>	<b>On File</b>

## Section 5 School/Program/Academy Information

Command Position	Name	Title	Home Phone
Second	Anthony Velez	Charter School Personnel	On File
Third	Emily Davidian	Charter School Personnel	On File

### Class Schedule

Period	Period Start Time	Period End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Daily
0	9:00:00 AM	9:05:00 AM						X
1	9:08:00 AM	9:56:00 AM	X	X		X	X	
1	9:08:00 AM	9:43:00 AM			X			
2	9:59:00 AM	10:47:00 AM	X	X		X	X	
2	9:47:00 AM	10:23:00 AM			X			
3	10:50:00 AM	11:38:00 AM	X	X		X	X	
3	10:26:00 AM	11:02:00 AM			X			
4	11:41:00 AM	12:29:00 PM	X	X		X	X	
4	11:05:00 AM	11:41:00 AM			X			
5	12:32:00 PM	1:20:00 PM	X	X		X	X	
5	11:44:00 AM	12:20:00 PM			X			
6	2:49:00 PM	3:37:00 PM	X	X				
6	12:23:00 PM	12:59:00 PM			X			
6	2:06:00 PM	2:54:00 PM				X	X	
7	2:57:00 PM	3:45:00 PM				X	X	
7	3:40:00 PM	4:28:00 PM	X	X				
7	1:02:00 PM	1:38:00 PM			X			

### Lunch Schedule

Does this school/program/academy have a lunch schedule?	<b>Yes</b>
Do the students remain in school for lunch?	<b>Yes</b>

Period	Cafeteria	Supervisor	Staff Assigned
12:32 PM - 01:55 PM	I.S. 291 - BROOKLYN, 111	Supervisor ARTHUR SAMUELS(Charter School Personnel)	Monitor Derek Isaac(Charter School Personnel)
			Monitor Khary Huggins(Charter School Personnel)
			Monitor Lauren Rawles(Charter School Personnel)
			Monitor Yadira Martinez(Charter School Personnel)

### Yard Duty Assignments

Are school personnel assigned to monitor the school yard?	<b>Yes</b>			
Period ID	From	To	Staff Assigned	Supervisor By
	12:32:00 PM	1:55:00 PM	Lauren Rawles	ARTHUR SAMUELS

### Hall Duty Assignments

## Section 5 School/Program/Academy Information

Are school personnel assigned to monitor the hallways?			Yes		
Period	Hall Duty Start Time	Hall Duty End Time	Floor	Staff Assigned	Supervised By
1	N/A	N/A	3	Emily Davidian	Lauren Rawles
1	N/A	N/A	3	Khary Huggins	Lauren Rawles
1	N/A	N/A	2	Khary Huggins	Lauren Rawles
2	N/A	N/A	2	Ricardo Jorge	Lauren Rawles
2	N/A	N/A	3	Liseth Ortega	Lauren Rawles
2	N/A	N/A	3	Emily Davidian	Lauren Rawles
2	N/A	N/A	3	Khary Huggins	Lauren Rawles
3	N/A	N/A	3	Emily Davidian	Lauren Rawles
3	N/A	N/A	3	Khary Huggins	Lauren Rawles
3	N/A	N/A	3	Derek Isaac	Lauren Rawles
3	N/A	N/A	2	Ricardo Jorge	Shannon Browne
4	N/A	N/A	3	Emily Davidian	Lauren Rawles
4	N/A	N/A	3	Derek Isaac	Lauren Rawles
4	N/A	N/A	3	Yadira Martinez	Lauren Rawles
4	N/A	N/A	3	Khary Huggins	Lauren Rawles
4	N/A	N/A	2	Ricardo Jorge	Lauren Rawles
4	N/A	N/A	2	Khary Huggins	Lauren Rawles
5	N/A	N/A	2	Ricardo Jorge	Lauren Rawles
5	N/A	N/A	3	Emily Davidian	Lauren Rawles
5	N/A	N/A	3	Derek Isaac	Lauren Rawles
5	N/A	N/A	3	Khary Huggins	Lauren Rawles
5	N/A	N/A	3	Yadira Martinez	Lauren Rawles
6	N/A	N/A	3	Emily Davidian	Lauren Rawles
6	N/A	N/A	3	Derek Isaac	Lauren Rawles
6	N/A	N/A	3	Khary Huggins	Lauren Rawles
6	N/A	N/A	3	Yadira Martinez	Lauren Rawles
6	N/A	N/A	2	Ricardo Jorge	Lauren Rawles
6	N/A	N/A	2	Yadira Martinez	Lauren Rawles
7	N/A	N/A	2	Ricardo Jorge	Lauren Rawles
7	N/A	N/A	2	Khary Huggins	Lauren Rawles
7	N/A	N/A	3	Emily Davidian	Lauren Rawles
7	N/A	N/A	3	Derek Isaac	Lauren Rawles
7	N/A	N/A	3	Khary Huggins	Lauren Rawles
7	N/A	N/A	3	Yadira Martinez	Lauren Rawles

### Dismissal Schedules and Information

Building Name	Dismissal Time	Using OPT	Exit	Staff Assigned	Supervised By
K291 - I.S. 291 - BROOKLYN	4:42:00 PM	No	Exit Palmetto - Palmetto Palmetto	Pagee Cheung	ARTHUR SAMUELS
	Students who are picked up by a parent/guardian wait in the _____ where they are supervised by _____				
	4:28:00 PM	No	Exit Exit 7 - Wilson Gates	Derek Isaac Khary Huggins Yadira Martinez Anthony Velez	ARTHUR SAMUELS

## Section 5 School/Program/Academy Information

Building Name	Dismissal Time	Using OPT	Exit	Staff Assigned	Supervised By
<b>K291 - I.S. 291 - BROOKLYN</b>	Students who are picked up by a parent/guardian wait in the where they are supervised by				

### Additional School Activities / Community-Based Organization Partnerships

Does this school/program/academy have any additional school activities?	<b>Yes</b>
Does this school/program/academy have any community based organizations working in the building?	<b>No</b>

### After School Building Response Team

Name	Title	Telephone
Ariel Argueso (CBO Personnel)	After-School Assembly Point Coordinator	(718) 574-0361
Marienely Lasanta (CBO Personnel)	After-School Emergency Officer	(718) 574-1361
Alicia Mendez (Others)	After-School Recorder	(718) 574-1361

Program Type	Activity	Mon	Tue	Wed	Thu	Fri	Sat
Additional School Program/Activity	Office Hours	04:40 PM	04:40 PM		04:40 PM	04:40 PM	
		05:30 PM	05:30 PM		05:30 PM	05:30 PM	

Supervisor: <a href="#">Pagee Cheung</a> (Principal)	Special Need Students: 0
Administrative Office: Rm 327D	Relocation Site(s): <a href="#">Bushwick Campus</a>
Scanning: No	Medical supplies are kept at: <a href="#">Medical Office</a>

### Pool Use

Does this school/program/academy use the on-site pool (where applicable)?	<b>No</b>
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## Section 6 Non-Instructional Offices & Organization

### *Administrative Offices*

Does this school/program/academy contain any external administrative offices? **No**

### *LYFE Center*

Does this school/program/academy contain a LYFE Center? **No**

## ***LYFE Center Classroom - Guidelines***

### **LYFE Centers must be equipped with the following items:**

- "Blue Card" for each student enrolled;
- A functional PA System;
- A functional phone;
- 2-way radio;
- Evacuation "Go-bag";
- Fire Extinguisher;
- Posted Sanitization Schedule;
- Window Stoppers;
- Fire Drill Posters;
- First Aid Kit; and,
- Fall Prevention Devices

## ***LYFE Center Evacuation "Go-Bag" - Guidelines***

### **Each LYFE Centers Evacuation "Go-Bag" is provided by District 79 and must be equipped with the following items:**

- Blanket;
- Hand sanitizer;
- Pencils/Pens - Note Pad;
- Paper Towels;
- Flashlight/Batteries;
- Pacifiers (clean) - 8 each;
- Sharpie;
- Diapers - 1 pack med.;
- Baby wipes; and,
- First Aid Kit

***Early Childhood Services***

Does this school/program/academy contain other services for children under 5 years of age? **No**

# Section 7 Emergency Assignments, Egresses and Relocation Sites

## Emergency Egresses

Every room occupied by students and/or staff, including those used intermittently throughout the day, must have a primary and alternate route to exit the room and, ultimately, the building.

When school principals and/or the Incident Commander (from NYPD, FDNY, OEM, DOHMH, or another designated external agency overseeing management of the emergency) have made the decision to evacuate a school building, students, staff, and visitors to the building must exit using the designated egress and/or alternate egress route.

Please note: exits and streets are both required in this section. Cafeteria / Lunchroom, Auditorium, and Gymnasium, where appropriate, should be included in the list of rooms and exits.

### I.S. 291 - BROOKLYN

Room	Exit	Stairwells	Street Address
<b>101 A.P. Administration Office</b>	Primary Exit: Exit: Exit 8 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit H Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>105 Other</b>	Primary Exit: Exit: Exit 8 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit H Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>108 ProgOf A.P. Administration Office</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Exit: Exit 8	Primary Stairwells: Exit F Alternate Stairwells:Exit H	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>109 Principal's Office</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit H Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>109A General Office</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>110 Medical Supply Room</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit H Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>110A Nurse's Office</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Palmetto	Primary Stairwells: Exit H Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>111 Cafeteria</b>	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 6	Primary Stairwells: Exit C Alternate Stairwells:Exit B	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>115 Security Office</b>	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Entrance/Exit: Exit 2	Primary Stairwells: Exit F Alternate Stairwells:Exit C	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>118 AttOff A.P. Administration Office</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Palmetto	Primary Stairwells: Exit F Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>119 In-School Suspension Center</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit G Alternate Stairwells:Exit B	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>120 Dean's Office</b>	Primary Exit: Entrance/Exit: Main Lobby Alternative Exit: Entrance/Exit: Palmetto	Primary Stairwells: Exit F Alternate Stairwells:Exit G	Primary Address: Plametto Plametto Terrace Alternative Address:Palmetto Palmetto Street
<b>124 Classroom</b>	Primary Exit: Entrance/Exit: Exit 6 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit B Alternate Stairwells:Exit A	Primary Address: Gates Avenue Gates Avenue Concourse Alternative Address:Palmetto Palmetto Street

# Section 7 Emergency Assignments, Egresses and Relocation Sites

Room	Exit	Stairwells	Street Address
<b>129 Classroom</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 5	Primary Stairwells: Exit B Alternate Stairwells:Exit C	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>131 Other</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 5	Primary Stairwells: Exit B Alternate Stairwells:Exit C	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>148 Gymnasium Office</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit C	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>1st Floor Gymnasium</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit C	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>209 Comp. Classroom</b>	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Entrance/Exit: Exit 2	Primary Stairwells: Exit G Alternate Stairwells:Exit F	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>212 Classroom</b>	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 8	Primary Stairwells: Exit G Alternate Stairwells:Exit H	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Plametto Street
<b>215 Classroom</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: Exit F Alternate Stairwells:Exit E	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>217 Classroom</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>220 Comp. Classroom</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 5	Primary Stairwells: Exit B Alternate Stairwells:Exit C	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>220F Crisis Intervention Office</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 5	Primary Stairwells: Exit B Alternate Stairwells:Exit C	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>223 Counselor's Office</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 5	Primary Stairwells: Exit B Alternate Stairwells:Exit C	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>228 Classroom</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 7	Primary Stairwells: Exit B Alternate Stairwells:Exit A	Primary Address: Gates Gates Avenue Alternative Address:Wilson Gates Avenue
<b>229 Comp. Classroom</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 5	Primary Stairwells: Exit B Alternate Stairwells:Exit C	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>231 Classroom</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 7	Primary Stairwells: Exit B Alternate Stairwells:Exit A	Primary Address: Gates Gates Avenue Alternative Address:Wilson Gates Avenue
<b>241 Comp. Classroom</b>	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 6	Primary Stairwells: Exit C Alternate Stairwells:Exit B	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>242 Classroom</b>	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 4	Primary Stairwells: Exit C Alternate Stairwells:Exit D	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>243 Comp. Classroom</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 5	Primary Stairwells: Exit B Alternate Stairwells:Exit C	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>250 A.P. Guidance Office</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit C	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>250A A.P.</b>	Primary Exit:	Primary Stairwells:	Primary Address:

# Section 7 Emergency Assignments, Egresses and Relocation Sites

Room	Exit	Stairwells	Street Address
<b>Administration Office</b>	Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Exit F Alternate Stairwells:Exit C	Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>254 Classroom</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: Exit F Alternate Stairwells:Exit E	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>255 Comp. Classroom</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>300 Cafeteria</b>	Primary Exit: Exit: Exit 8 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit H Alternate Stairwells:Exit G	Primary Address: Palmetto Plametto Street Alternative Address:Palmetto Palmetto Street
<b>302 Classroom</b>	Primary Exit: Exit: Exit 8 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit H Alternate Stairwells:Exit G	Primary Address: Palmetto Plametto Street Alternative Address:Palmetto Palmetto Street
<b>304 Classroom</b>	Primary Exit: Exit: Exit 8 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit H Alternate Stairwells:Exit G	Primary Address: Palmetto Plametto Street Alternative Address:Palmetto Palmetto Street
<b>306 Classroom</b>	Primary Exit: Exit: Exit 8 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit H Alternate Stairwells:Exit G	Primary Address: Palmetto Plametto Street Alternative Address:Palmetto Palmetto Street
<b>308 Classroom</b>	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Entrance/Exit: Exit 2	Primary Stairwells: Exit G Alternate Stairwells:Exit F	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>310 Classroom</b>	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Entrance/Exit: Exit 2	Primary Stairwells: Exit G Alternate Stairwells:Exit F	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>313 Principal's Office</b>	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Entrance/Exit: Exit 2	Primary Stairwells: Exit G Alternate Stairwells:Exit F	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>315 Classroom</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>316 Classroom</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>317 Classroom</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>320 comp Classroom</b>	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 8	Primary Stairwells: Exit G Alternate Stairwells:Exit H	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Plametto Street
<b>326 Classroom</b>	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 8	Primary Stairwells: Exit G Alternate Stairwells:Exit H	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Plametto Street
<b>327 Classroom</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 5	Primary Stairwells: Exit B Alternate Stairwells:Exit C	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>327 Comp. Classroom</b>	Primary Exit: Exit: Exit 6 Alternative Exit: Exit: Exit 5	Primary Stairwells: Exit B Alternate Stairwells:Exit C	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>338 Library</b>	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 6	Primary Stairwells: Exit C Alternate Stairwells:Exit B	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>341 Comp. Classroom</b>	Primary Exit: Exit: Exit 5	Primary Stairwells: Exit C	Primary Address: Gates Gates Avenue

# Section 7 Emergency Assignments, Egresses and Relocation Sites

Room	Exit	Stairwells	Street Address
	Alternative Exit: Exit: Exit 4	Alternate Stairwells:Exit D	Alternative Address:Gates Gates Avenue
<b>343 Comp. Classroom</b>	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 4	Primary Stairwells: Exit C Alternate Stairwells:Exit D	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>343C Other</b>	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 4	Primary Stairwells: Exit C Alternate Stairwells:Exit D	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>344 Classroom</b>	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 4	Primary Stairwells: Exit C Alternate Stairwells:Exit D	Primary Address: Gates Gates Avenue Alternative Address:Gates Gates Avenue
<b>355 Comp Office</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>355F A.P. Administration Office</b>	Primary Exit: Entrance/Exit: Exit 2 Alternative Exit: Entrance/Exit: Exit 1	Primary Stairwells: Exit F Alternate Stairwells:Exit G	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street
<b>Main 100 Auditorium</b>	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Entrance/Exit: Exit 2	Primary Stairwells: Exit G Alternate Stairwells:Exit F	Primary Address: Palmetto Palmetto Street Alternative Address:Palmetto Palmetto Street

## Relocation Sites

Short-term Relocation Sites should provide shelter to students and staff and allow for easy communication with Borough Safety Directors and other external supports. Short-term Relocation Sites should be able to serve the instructional and educational needs of the relocating school for approximately one week.

The principal or designee as identified in the safety plan "chain of command" is responsible for all students and staff at the relocation site. The principal or designee as identified in the safety plan "chain of command" is responsible for all students and staff at the relocation site.

The primary and secondary relocation sites should be in close proximity to the main school site. In an emergency that affects the school's entire neighborhood or a larger area, the primary and secondary location may be rendered unusable. In such cases, the third, "out of area" location should be used.

In situations where relocations may extend past one week (known as long term relocation) the DOE will determine an appropriate relocation site that may not be listed in the safety plan to accommodate the needs of multiple schools. As a result, this may also occur when an emergency requires the simultaneous relocation of multiple schools that have identified the same relocation site. Principals will be informed of the long-term relocation site through Central and Network communications.

### I.S. 291 - BROOKLYN - 231 PALMETTO STREET (12 MONTH ASSISTANT PRINCIPAL) (718) 4433083

**SANTA CALDERON**

Destination	Relocation Site	Designee at Relocation Site	Capacity	Accessibility	Grades	# of People
<b>Primary</b>	(BUSHWICK EDUCATIONAL CAMPUS - K) 400 IRVING AVENUE , BROOKLYN, NY 11237	MARSH, ANA (PRINCIPAL), 7185740325	1,916	Partially Accessible	6,7,8,9,10,11,12	1,117
<b>Secondary</b>	(ALL CITY LEADERSHIP SECONDARY SCHOOL - BROOKLYN) 321 PALMETTO STREET , BROOKLYN, NY 11237	ESTEVEZ, ELVIS (PRINCIPAL ASSIGNED), 7185740361	250		6,7,8	210
	(P.S. 377 - BROOKLYN) 200 WOODBINE STREET , BROOKLYN, NY 11221	SULIT, MARCIA (PRINCIPAL), 7185740361	715	Partially Accessible	6,7,8	650

## Section 7 Emergency Assignments, Egresses and Relocation Sites

Destination	Relocation Site	Designee at Relocation Site	Capacity	Accessibility	Grades	# of People
Secondary	(P.S. 116 - BROOKLYN) 515 KNICKERBOCKER AVENUE , BROOKLYN, NY 11237	TUCCI, ANTOINETTE (EDUCATIONAL ADMINISTRATOR CSA), 4188214623	700		6,7,8,9,10,11,12	257
Out of Area	(I.S. 383 - BROOKLYN) 1300 GREENE AVENUE , BROOKLYN, NY 11237	WIGDORSKY, JEANETTE (PRINCIPAL), 7185740390	1,666	Partially Accessible	6,7,8,9,10,11,12	1,117

*I have confirmed with the receiving building or school that the relocation site location can accommodate the students and staff indicated here for the 2020-2021 school year.*

### Floor Wardens

Each floor of a school building must be assigned a designated Floor Warden and, where staff are available, a Searcher. Those persons who are designated as Wardens and Searchers should be familiar with the Safety Plan, the location of exits and the location of the fire alarm system.

In an emergency, Wardens and Searchers are responsible for ensuring that all occupants are notified of the emergency, and that students and staff follow evacuation procedures safely. Wardens and Searchers should search lavatories and classrooms to ensure that all students, staff, and visitors are out of the building.

To ensure principal awareness of which floor wardens and other designees are present in the event of an emergency, schools may wish to require sign-in in a logbook at the beginning of each workday. Schools may also wish to provide floor wardens with armbands, baseball caps, vests, or another item to ensure their easy identification during an emergency.

Floor Warden	Searcher	Floor/Post/Area
Curtis Carter (Custodian/Custodial Designee)	Bonnie Rosman (Custodian/Custodial Designee)	sub-basement
EBONY SINGLETON (12 MONTH ASSISTANT PRINCIPAL)	TUTTI TOURAY (12 MONTH ASSISTANT PRINCIPAL)	3
Lauren Rawles (Charter School Personnel)	ANTHONY VELEZ (Charter School Personnel)	3
MADLINE RODRIGUEZ (ASSISTANT PRINCIPAL)	GESAI COURTENAY (12 MONTH ASSISTANT PRINCIPAL)	2
MARITZA GONZALEZ (ANNUAL EDUCATIONAL PARA)	VIRGENMINA SANTIAGO (F/T HEALTH SERVICE AIDE)	1
Taje Randell (Custodian/Custodial Designee)	Darryl Green (Custodian/Custodial Designee)	basement

### Shelter-In

Designate school staff members who will be responsible for reporting to specific building exit doors during a Shelter-In.

During a Shelter-In all exit doors including kitchen doors and loading docks must be secured to prevent entry/egress during a Shelter-In emergency.

Principals should not be assigned to exit doors. While School Safety Agents (SSAs) can be assigned, consult with the SSA Level III prior to assigning SSAs to exit doors.

Building Name	Exit Name	Staff Assigned
(K291) I.S. 291 - BROOKLYN	Entrance/Exit: Exit 1	ELIZABETH GARCIA
(K291) I.S. 291 - BROOKLYN	Entrance/Exit: Exit 2	OLGA LOPEZ



## Section 7 Emergency Assignments, Egresses and Relocation Sites

Building Name	Exit Name	Staff Assigned
(K291) I.S. 291 - BROOKLYN	Entrance/Exit: Exit 6	FRANCISCO GONZALEZ
(K291) I.S. 291 - BROOKLYN	Entrance/Exit: Main Lobby	MIGUELINA URENA
(K291) I.S. 291 - BROOKLYN	Entrance/Exit: Main Lobby	DEVONE DAVIS
(K291) I.S. 291 - BROOKLYN	Exit: Exit 3	DAVID JEROME
(K291) I.S. 291 - BROOKLYN	Exit: Exit 4	Ricardo Jorge
(K291) I.S. 291 - BROOKLYN	Exit: Exit 5	Liseth Ortega
(K291) I.S. 291 - BROOKLYN	Exit: Exit 6	FURWA JAWAD
(K291) I.S. 291 - BROOKLYN	Exit: Exit 7	DAMARIS SANTIAGO
(K291) I.S. 291 - BROOKLYN	Exit: Exit 8	JUSTIN HESTER

### ***Transportation Protocols in the Event of an Emergency***

In the event of an emergency, it is important that each school identify the specific transportation needs for the entire school community, as well as students who rely on busing as part of their regular dismissal from school. In an emergency that requires a relocation to a building that may require the use of a bus, Central and Borough teams will work with the school to obtain specific information and help coordinate the dispatch of buses through contracted vendors and/or the MTA. It is important the school leaders immediately contact their Borough Safety Director and Borough Transportation Liaison when there is an emergency that requires an evacuation with potential relocation. Contact for your Borough Safety Director and the Office of Pupil Transportation can be found on the Critical Contact page of the School Safety Plan.

Schools must have the following information prepared when calling for transportation assistance

- The address of the location you need transportation to.
- The number of student and staff needing transportation
- Dismissal plans: this may include transportation back to the home school for dismissal from there or dismissal arrangements from the relocation site.

Always remember that parents must be notified once transportation and dismissal procedures are changed. In addition, calling EIC as immediately as possible will generate a notification through Notify NYC.

### ***Emergency Communications/Command Post***

For emergency situations where the Building Response Team (BRT) activated is a command post must be established. This includes times when a building/school may need to Lockdown, Shelter-in, or Evacuate. The command center is the single location where all principals will report to gather and disseminate information to the members of the Building Response Team. The BRT Leader will obtain updates from activated BRT members and provide information to all principals so that a single decision can be made to ensure the safety of all staff and students.

All buildings will identify a Primary (internal) location as well as an Alternate (internal) location to be used as a command center. These locations should have specific equipment and materials readily available. This includes; floor plans; bullhorns; radios; batteries and chargers; and working telephones. In cases where an evacuation is necessary the command center will need to be established outside the perimeter of the school site, in close proximity to the building at a location that will not interfere with first responders performing emergency operations. The external command center should be located in a location that can allow for schools to communicate with first responders.

Reminder: During Bomb Threats or incidents of suspicious packages, electronic communications (Cell phones, 2-way radios) is

## Section 7 Emergency Assignments, Egresses and Relocation Sites

prohibited until authorized by first responders.

The Command Center locations are identified below.

### I.S. 291 - BROOKLYN

Command Post	Description
Primary	Room 109
Alternate	Room 334
ExternalCommandPostLocation	Charlie Grocery Store/Wilson Ave/Palmetto Street

## Command Post Activation Guide

### **FOR ALL EMERGENCIES, CALL 911, EIC AND NOTIFY YOUR SSA/SUPERVISOR AND BOROUGH SAFETY DIRECTOR**

THIS GUIDE SHOULD REMAIN POSTED IN THE DESIGNATED COMMAND POST, PLACED IN THE BRT KIT AND ALL BRT BINDERS.

THE GRP RESOURCES AND ACTION SHEETS SHOULD BE USED TO GUIDE THE BRT WHEN ACTIVATED.

#### CONTACT INFORMATION: ALWAYS CALL 911 IN AN EMERGENCY

<b>Emergency Information Center (EIC):</b> <b>718-935-3210</b>	<i>Borough Safety Director:</i>	<i>NYPD/SSD (for non-emergency issues such as coverage after 4PM and on weekends): 718-730-8696</i>
<i>Office of School Support Services (Office of Pupil Transportation, Food Services): 718-729-6100</i>	<i>Deputy Director of Facilities:</i>	<i>Office of Legal Services: 212-374-6888</i>
<i>Legal Counsel:</i>	<i>School Safety Borough Command:</i>	<i>Local NYPD Precinct:</i>

**NOTE: During a bomb threat or suspected explosive device, the use of electronic devices (phones, two way radios) is prohibited.**

#### GENERAL COMMAND POST INFORMATION: STAFFING

Command Posts may be established internally or externally depending on the incident/conditions. A Command Post will be opened through a public address system announcement, or the activation of the fire alarm signal. Staff required to report to the command post include:

**Principals from all schools on the campus (if applicable) - BRT Leader - Nurse/Health Aide - Custodial Engineer - School Safety Agent - Recorder**

Upon arrival, field support staff members are to be directed to the Command Post. These individuals include your Borough Safety Director, Deputy Director of Facilities, Superintendent/Field Support Center Staff. As first responders arrive, they should be directed to the command post as well.

**SCHOOL SAFETY PLAN AND EVACUATION INFORMATION MUST REMAIN CONFIDENTIAL AND MUST NOT BE POSTED ON SCHOOL WEBSITES OR POSTED ON BULLETIN BOARDS THROUGHOUT THE BUILDING.**

#### GENERAL COMMAND POST INFORMATION: MATERIALS

**Internal Command Post (Prior to beginning an evacuation when first responders provide specific directions for a controlled evacuation, shelter- in, soft lockdown, and recovery after a hard lockdown.)**

- Copy of School Safety Plan with "easy-to-read" floor plans
- Copy of all General Response Protocol tools
- The BRT Bag including the BRT Action Sheets
- Additional keys to classrooms and offices
- AM/FM Radio
- Two-way Radios
- Computer/printer/fax/copier/landline phone/cell phone
- Current rosters and blue card information
- Water and non-perishable snacks
- Various office supplies (paper, pens, markers, tape)

**Internal Command Post (Once an evacuation begins and during the relocation process until everyone is at the relocation site.)**

- Rolling cart
- Copy of School Safety Plan with "easy-to-read" floor plans
- Copy of all General Response Protocol tools
- Bullhorn/portable PA system (more than one if possible)
- Two-way Radios
- Two-way Radios
- Current class rosters, blue card information, emergency contact information for staff. Information may also be in electronic format if laptops are accessible.
- Various office supplies (paper, pens, markers, tape)
- AED unit and First Aid supplies
- Cell phones



## Command Post Activation Guide

### FOR ALL EMERGENCIES, CALL 911, EIC AND NOTIFY YOUR SSA/SUPERVISOR AND BOROUGH SAFETY DIRECTOR

THIS GUIDE SHOULD REMAIN POSTED IN THE DESIGNATED COMMAND POST, PLACED IN THE BRT KIT AND ALL BRT BINDERS.

THE GRP RESOURCES AND ACTION SHEETS SHOULD BE USED TO GUIDE THE BRT WHEN ACTIVATED.

**THE FOLLOWING TABLE OUTLINES THE BASIC ACTIONS TO BE TAKEN WHEN ACTIVATING A BRT AND OPENING A COMMAND POST FOR EMERGENCIES THAT REQUIRE THE USE OF THE GENERAL RESPONSE PROTOCOLS. MANY ACTIONS OUTLINED BELOW WILL TAKE PLACE SIMULTANEOUSLY.**

Evacuation and/or Relocation: CALL 911	Shelter-In: CALL 911	Lockdown (Soft or Hard): CALL 911
<ul style="list-style-type: none"> <li>● Make appropriate GRP announcement and direct all BRT members to the command post or to specific posts (internal or external). <b>For campus buildings, all principals are required to report to the single command post.</b></li> <li>● Ensure that a member of the custodial team, nurse, and school safety are at the command post. First responders should be directed to the command post. An SSA should remain at the command post to coordinate communication with first responders.</li> <li>● <b>Ensure that 911, EIC, the BSD, and Superintendent/Field Support Center Staff are notified.</b></li> <li>● The Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates.</li> <li>● The BRT Leader should ensure that all BRT equipment is available.</li> <li>● The APC should ensure that all documents (copies of blue cards, staff emergency contact information, etc...) are available.</li> <li>● EO should ensure that the relocation sites are prepared and in "stand-by". In addition, the EO should ensure that the external command post is available before it is required.</li> <li>● Once the evacuation begins, the command post staff should relocate to the external post and obtain updates on conditions from BRT members assigned to street posts until the incident has ended.</li> <li>● The BRT and Crisis teams coordinate all recovery efforts and follow the Crisis Intervention Plan.</li> </ul>	<ul style="list-style-type: none"> <li>● Make appropriate GRP announcement and direct all BRT members to the command post or to specific posts throughout the building. <b>For campus buildings, all principals are required to report to the single command post.</b></li> <li>● Ensure that members of the custodial team, nurse, and school safety are at the command post for a briefing. An SSA should remain at the command post to coordinate communication with first responders.</li> <li>● <b>Ensure that 911, EIC, the BSD, and Superintendent/Field Support Center Staff are notified.</b></li> <li>● The Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates.</li> <li>● The IA should report to each post to identify and report any issues to the command post</li> <li>● BRT members, floor wardens, and any available support staff should be directed to hall/floor posts to assist in monitoring internal conditions and report any issues to the command post.</li> <li>● The command post remains open until the incident has ended and the BRT Leader confirms that the building is functioning as normal.</li> <li>● The BRT and Crisis teams coordinate all recovery efforts and follow the Crisis Intervention Plan.</li> </ul>	<p><b><u>Soft Lockdown: No imminent danger = building sweep</u></b></p> <ul style="list-style-type: none"> <li>● Make appropriate GRP announcement and direct all BRT members to the command post for deployment throughout the building. <b>For campus buildings, all principals are required to report to the single command post.</b></li> <li>● Ensure that a member of the custodial team and school safety are at the command post for a briefing of the situation. An SSA should remain at the command post to coordinate communication with the first responders.</li> <li>● <b>Ensure that 911, EIC, the BSD, and Superintendent/Field Support Center Staff are notified.</b></li> <li>● The Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates.</li> <li>● The BRT leader and principals <b>should not</b> actively conduct a sweep of the building unless a lack of staffing makes</li> <li>● it necessary to do so. Many critical decisions and notifications must be made throughout the incident from the command post.</li> <li>● Conditions on each post should be reported to the command post. Sweep team members should only initiate communications to report problems.</li> </ul> <p><b><u>Hard Lockdown: Imminent danger = NO building sweep.</u></b></p> <ul style="list-style-type: none"> <li>● <b>Everyone</b> is in lockdown and waiting for first responders.</li> <li>● The command post opens after the all-clear is given to begin the recovery process.</li> <li>● The BRT and Crisis teams coordinate all efforts and follow the Crisis Intervention Plan.</li> </ul>



## Section 8 Safety Evacuation Procedures for Students/Staff with Special Needs

Regardless of whether students with limited mobility or other special needs are currently enrolled and/or staff members with limited mobility or other special needs are currently employed at any given site, all buildings must complete a current plan for safety evacuation procedures for these populations. (Students or staff with limited mobility can be assigned to a school at any time, regardless of whether the building is officially accessible.) In developing building-specific procedures, school safety committees are encouraged to consult with their respective New York City Fire Department battalions and with the NYPD/School Safety Division.

Schools that do not have students/staff with limited mobility or other special needs currently on site are not required to complete individual-specific aspects of the Safety Plan, but must still complete the general evacuation procedures for students/staff with limited mobility, i.e., the location where program and schedule information will be posted, the indoor areas on each floor (by type), or the outdoor areas to which limited mobility students will be evacuated in the event of an emergency.

In an emergency, each student with limited mobility will require evacuation to one of the following:

1. an area outside the building that is consistent with the evacuation procedures for the general school population; or,
2. a designated area inside the building that can be considered:
  - a. an FDNY-approved holding room;
  - b. a fire rescue area (for sprinkler-equipped buildings only); or,
  - c. an area of rescue assistance; or,
  - d. Any other appropriate space close to a stairwell or point of egress (to be determined in consultation with FDNY and the NYPD School Safety Division).

**Please note: The Principal must notify the parents/guardians of all limited mobility students named in this section of the evacuation procedures developed for their children.**

Safety Evacuation Procedures Students with Limited Mobility must include:

1. the name of the staff member with overall responsibility for ensuring that all limited mobility students are evacuated and accounted for, and that contact is made with responders;
2. a list of students with limited mobility currently enrolled in the school;
3. a program schedule specifying where limited mobility students are located throughout the day;
4. attendance procedures so that each limited mobility student in attendance can be accounted for during an emergency;
5. the names of individual staff members (and back-up staff members) responsible for safe evacuation of all limited-mobility students to designated areas inside the building, or safe area outside of the building; and,
6. the designation / location of such rooms or areas, including egress routes from the building and predetermined evacuation areas outside of the building, where applicable.

*Note: Limited mobility students generally require 1:1 assistance. There may be times, however, when assistance and/or supervision can be provided on a ratio other than 1:1 without compromising the safety and/or welfare of the student, as in the evacuation of a self-contained class of sensory impaired students, or the evacuation of a student whose IEP does not mandate a 1:1 paraprofessional and whose ability to ambulate is not increased by direct assistance. Such exceptions are generally dependent on the nature of the student's disability and where the child is being evacuated to, and are subject to the school's determination and the Safety Administrator's approval that all procedures provide for the safety and welfare of the student. In any instance where the ratio of assistance and/or supervision for limited mobility evacuation is less than 1:1, the safety of that evacuation plan must be approved and signed off by the Safety Administrator.*

## Special Needs Coordinator (SNC)

	Name	Title	Telephone
Primary	URENA, MIGUELINA	GUIDANCE COUNSELOR	(718 ) 574 - 0361

## Special Needs Students

The following is a list of each Special Needs student enrolled at this site, along with the individual and back-up individual responsible to assist each student.

**This site does not have any student with Special Needs**

## Special Needs Program Schedules and Attendance

Current program schedules and attendance information for students with special needs and/or limited mobility must be available, and the location where this information is posted must be specified in the Safety Plan. All personnel responsible for providing support (emergency or otherwise) to students with special needs and/or limited mobility must be informed of the location where this information is posted.

Do all assigned personnel have copies of the students schedule?	<b>Yes</b>
Are program schedules available?	<b>Yes</b>
Where are the program schedules posted?	<b>Programs are posted in the General Office</b>
Do all assigned personnel have this information daily?	<b>Yes</b>
Is student attendance information available?	<b>Yes</b>
Where is daily attendance information for students with special needs posted?	<b>Attendance is posted daily in the General Office.</b>

## Staff Members with Special Needs

**This site does not have any staff members with Special Needs**

## Internal Staging Areas

Building Name	AreaType	Room/Desc.	Exits And Outside Gathering
I.S. 291 - BROOKLYN	Retreat Rooms	229D	Exit(Exit 8),Exit(Exit 7) I.S. 291 - BROOKLYN
	Retreat Rooms	Room 105	Exit: Exit 8,Entrance/Exit: Exit 1 I.S. 291 - BROOKLYN
	Retreat Rooms	Room 317	Entrance/Exit: Exit 2,Entrance/Exit: Exit 1 I.S. 291 - BROOKLYN

# Section 9 Medical Emergency Response Information

## Health Protocols

Some health conditions may affect a student's participation in school activities, or may affect other students or staff. Schools receive information about student health conditions in a variety of ways. The one person in your school who is responsible for receiving all student health information is:

Name	Title	Agency
<b>VIRGENMINA SANTIAGO</b>	<b>F/T HEALTH SERVICE AIDE</b>	<b>DOE</b>

Health information should be reviewed by a nurse, administrative staff, or other trained staff, in consultation with medical professionals. The person at your school (may be same as above) who is responsible for reviewing information about health conditions and consulting with medical professionals, as appropriate, is:

Name	Title	Agency
<b>ANNEMARIE DIPENTI</b>	<b>STAFF NURSE</b>	<b>DOE</b>

The person (may be same as above) responsible for implementing health recommendations (e.g. activity restrictions, public health investigations, informational letters to parents, etc.) is:

Name	Title	Agency
<b>Wayne Ramsey</b>	<b>Others</b>	<b>DOHMH</b>

## AED (Automated External Defibrillator) Procedures

According to New York State Education Law Section 917, all public schools must provide and maintain AED equipment at strategic locations to ensure access for use during medical emergencies. Whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities and whenever a school-sponsored athletic contest is held at any location, school officials and administrators must ensure the presence of at least one AED/CPR certified staff volunteer. Where a school-sponsored competitive athletic event is held at a site other than a public school facility, school officials shall assure that AED equipment is provided on-site.

Public school facilities are deemed "public access defibrillation (PAD) sites" and are subject to the requirements and limitations of this definition. Schools are required to post a list of the locations of each AED unit at their main entrance. Ensure your AED location poster is posted at the school's main entrance and is easily visible. You may print your AED location poster from the Department of Education's AED vendor Emergency Skills, Inc.'s (ESI) web site <http://doe.emergencyskills.com/mainpage.php>. Please note you will need to be logged in to your school's profile to do this as each AED poster is customized per school.

## AED Locations and Status

Serial Number	Building	Location	Status
<b>B11D-02556</b>	<b>K291 - I.S. 291 - BROOKLYN</b>	<b>MAIN ENTRANCE</b>	<b>A</b>

### 1. Training

- a. Trained personnel should have work schedules that ensure constant coverage when school building is open. Any staff

## Section 9 Medical Emergency Response Information

volunteer may receive training, but administrators, custodians, secretarial staff, and other staff who are not assigned to classrooms are highly recommended.

b. Each school building should ensure that at least 2 school personnel are trained. Schools that share a building are required to maintain adequate AED/CPR certified staff volunteers.

c. All coaches of intramural sports must maintain the required AED/CPR certification at all times.

d. Training is voluntary and is provided free of charge to all staff by ESI, and may be arranged through the DOE web site <http://doe.emergencyskills.com/mainpage.php>. CPR/AED certification is valid for two years.

e. Training certification must include successful performance of use of the AED, CPR for adults, children, and infants, and choking procedures for adults, children, and infants. Training provided by ESI is the best way to ensure staff has received appropriate training. In addition to the training provided by ESI, the DOE currently accepts certifications approved by the American Heart Association (AHA) and the American Safety and Health Institute (ASHI). Please note that if training is obtained from an agency other than ESI, reimbursement of any associated costs is not available as our contracted vendor provides the training free of charge to all staff.

Name	School	Building Name	Status	AED	CPR
JANICE BRUCE	32K291	K291 - I.S. 291 - BROOKLYN	Active	Jun 15, 2021	Jun 15, 2021
PAMELA PABON	32K291	K291 - I.S. 291 - BROOKLYN	Active	Jun 15, 2021	Jun 15, 2021
PAULINE CARBADO	32K291	K291 - I.S. 291 - BROOKLYN	Active	Jun 15, 2021	Jun 15, 2021
COLLEEN WEST	32K291	K291 - I.S. 291 - BROOKLYN	Active	Jun 15, 2021	Jun 15, 2021
MICHAEL ORTIZ	32K291	K291 - I.S. 291 - BROOKLYN	Active	Jun 15, 2021	Jun 15, 2021
GESAI COURTENAY	32K291	K291 - I.S. 291 - BROOKLYN	Active	Jun 15, 2021	Jun 15, 2021
KEITH DUNBAR	32K291	K291 - I.S. 291 - BROOKLYN	Active	Jun 14, 2021	Jun 14, 2021
GARY CASTILLO	32K291	K291 - I.S. 291 - BROOKLYN	Active	Mar 1, 2022	Mar 1, 2022
YOLLY VIDAL	32K291	K291 - I.S. 291 - BROOKLYN	Active	Jun 15, 2021	Jun 15, 2021
FERRIAN PALMER	32K291	K291 - I.S. 291 - BROOKLYN	Active	Jun 15, 2021	Jun 15, 2021

### 2. Contact Person

a. Each principal must designate an AED contact person to coordinate all AED activities at the school.

b. The AED contact must have a work email address that he or she checks daily and responds to. Do not designate a person without access to a computer at work, or with a personal email address (e.g. AOL, hotmail, or yahoo).

Designated AED Contact Person	Position	Telephone	Fax
MARITZA GONZALEZ	Primary	718-574-0361	718-574-1360



# Section 9 Medical Emergency Response Information

## 3. Equipment Placement & Maintenance

- a. Every school must have an unlocked wall cabinet containing a functional AED (both provided by the Office of School Health (OSH) free of charge) mounted at the main entrance of the school near the school safety post, where it is clearly visible and accessible to the public.
- b. Wall cabinets are to be mounted, by the school custodian, in hallways where they are accessible in the event of an emergency. No cabinet may be mounted in a room that is not generally accessible and under no circumstances may a cabinet be mounted, or a school unit stored, in a room with a door(s) .
- c. Representatives of ESI, will determine whether schools require more than one AED and will recommend their locations.
- d. All PSAL Coaches and Athletic Directors are issued portable AEDs to be carried to all athletic games, practices, and scrimmages. Except during athletic events, AEDs are to be kept inside at room temperature. AEDs are not to be stored overnight in vehicles.
- e. The contact person at each school should perform a monthly visual check of the unit(s) at the school. The contact person must verify that the AED(s) is present and is not displaying an alarm. A monthly checklist can be found on ESI’s web site at <http://doe.emergencyskills.com/fr2.php>.
- f. Twice a year, representatives of ESI will visit the school to perform maintenance and service on the school’s unit(s) and conduct a Code Blue Drill.

## 4. Security

- a. Because AEDs must be maintained where they are accessible, they are less secure than other school equipment.
- b. If an AED is lost or stolen, the school or the person to whom it is assigned must:
  - i. report the loss or theft to the local police precinct and obtain a police report; and,
  - ii. inform OSH of the loss, including AED serial number by faxing a copy of the police report to 718-391-8128.
- c. Lost or stolen AED's will be replaced at no cost to the school provided that there has not been a high incidence of loss at the school. After reporting the loss to OSH and providing the required documentation, schools will be informed of the procedure for replacement of the equipment. A replacement cannot be issued until a police report is received by OSH.

## 5. Drills

- a. Each school has an AED Site Response Plan, as generated in the school safety plan, indicating the steps to be performed during an actual medical emergency.
- b. Every school must issue a copy of the AED Site Response Plan to all employees, and must post it prominently in the school.
- c. Twice a year, representatives of ESI will make unannounced visits to the schools to perform mock drills of the AED Site Response Plan. Schools may not receive advanced warning of these visits, and cannot re-schedule them. Schools are expected to participate in the drill as it is the best way to ensure they are ready to respond in the event of an actual emergency which can occur at any time,
- d. Each school will be evaluated on its emergency readiness during each drill.

Building	Primary Procedure	Alternate Procedure
<b>K291 - I.S. 291 - BROOKLYN</b>	<b>PA System</b>	

## Section 9 Medical Emergency Response Information

In the event that there is a power outage, the following procedure will be followed:

### Radio Communication (Two way Radio)

#### 6. Incidents

Immediately report any incident requiring the use of an AED to the Office of School Health at (718) 391-8566/8227 and ESI at (212) 564-6833. It is imperative that incidents be reported to OSH in a timely manner as data from the AED unit utilized must be retrieved and an incident report is required to be filed within 5 business days of the incident.

#### 7. AED Contact Information

Husain Thompson AED Program Manager Bronx, Brooklyn, Queens, Charter Schools Tel: (718) 391-8227 Email: HThomps@schools.nyc.gov	Celeste T. McGee AED Program Manager Manhattan, Staten Island, Alternative, Citywide and Affinity Schools Tel: (718) 391-8566 Email: CMcGee3@schools.nyc.gov	Sherry Fusco, Project Manager New York City DOE AED Program Emergency Skills, Inc. ESI: 212-564-6833 DOE: (718) 391-8382 Email: sherry@emergencyskills.com
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## Health Resources: Personnel & Supplies

Which mental health staff (guidance, social worker, psychologist, psychiatrists) are available on site daily?	<b>CRUZ-MORALES, ANITA SCHOOL SOCIAL WORKER,</b> <b>LOPEZ MARTIR, MILLIE GUIDANCE COUNSELOR,</b> <b>MARTINEZ, MARIBEL GUIDANCE COUNSELOR,</b> <b>SANTIAGO, DAMARIS SCHOOL SOCIAL WORKER,</b> <b>URENA, MIGUELINA GUIDANCE COUNSELOR,</b>
Who is your site administrator for issues of exposure to blood borne pathogens, etc.?	<b>SINGLETON, EBONY 12 MONTH ASSISTANT PRINCIPAL,</b>
Who staffs your school daily for school health services?	<b>HORNE, JACQUELINE F/T HEALTH SERVICE AIDE,</b>
Are medical supplies (e.g. medication, first aid supplies, diabetes monitoring supplies, epi-pens for anaphylaxis, etc) kept in a room other than the medical room?	<b>I.S. 291 - BROOKLYN - No</b>
As part of Universal/Standard Precautions, does your school have gloves available?	<b>I.S. 291 - BROOKLYN - Yes</b>
If so, where are they kept?	<b>I.S. 291 - BROOKLYN - Medical office</b>
Where are the medical supplies kept?	<b>I.S. 291 - BROOKLYN - 110A</b> <b>I.S. 291 - BROOKLYN - N/A</b>
Where is the Emergency Medical Bag kept?	<b>I.S. 291 - BROOKLYN - 111</b> <b>I.S. 291 - BROOKLYN - N/A</b>
Who is responsible for bringing the bag to the site of a medical emergency?	<b>I.S. 291 - BROOKLYN - DIPENTI, ANNEMARIE (STAFF NURSE )</b> <b>I.S. 291 - BROOKLYN - Ramsey, Wayne (Others )</b>
Who is responsible for maintaining its contents and accessibility?	<b>I.S. 291 - BROOKLYN - RODRIGUEZ, MADELINE (ASSISTANT PRINCIPAL )</b>
Who is trained to administer an epi-pen in the case of anaphylaxis?	<b>I.S. 291 - BROOKLYN - HORNE, JACQUELINE (F/T HEALTH SERVICE AIDE )</b>
Who, other than the nurse or other school health staff has access to this medical equipment in case of an emergency?	<b>I.S. 291 - BROOKLYN - PROCTOR, EVA (12 MONTH ASSISTANT PRINCIPAL )</b>

## Principal's Checklist for Emergency Readiness

This checklist is designed to be used by principals as a tool to ensure that training and preparedness for Building Response Teams (BRT), and the General Response Protocols (GRP) begin at the **start of the school year**.

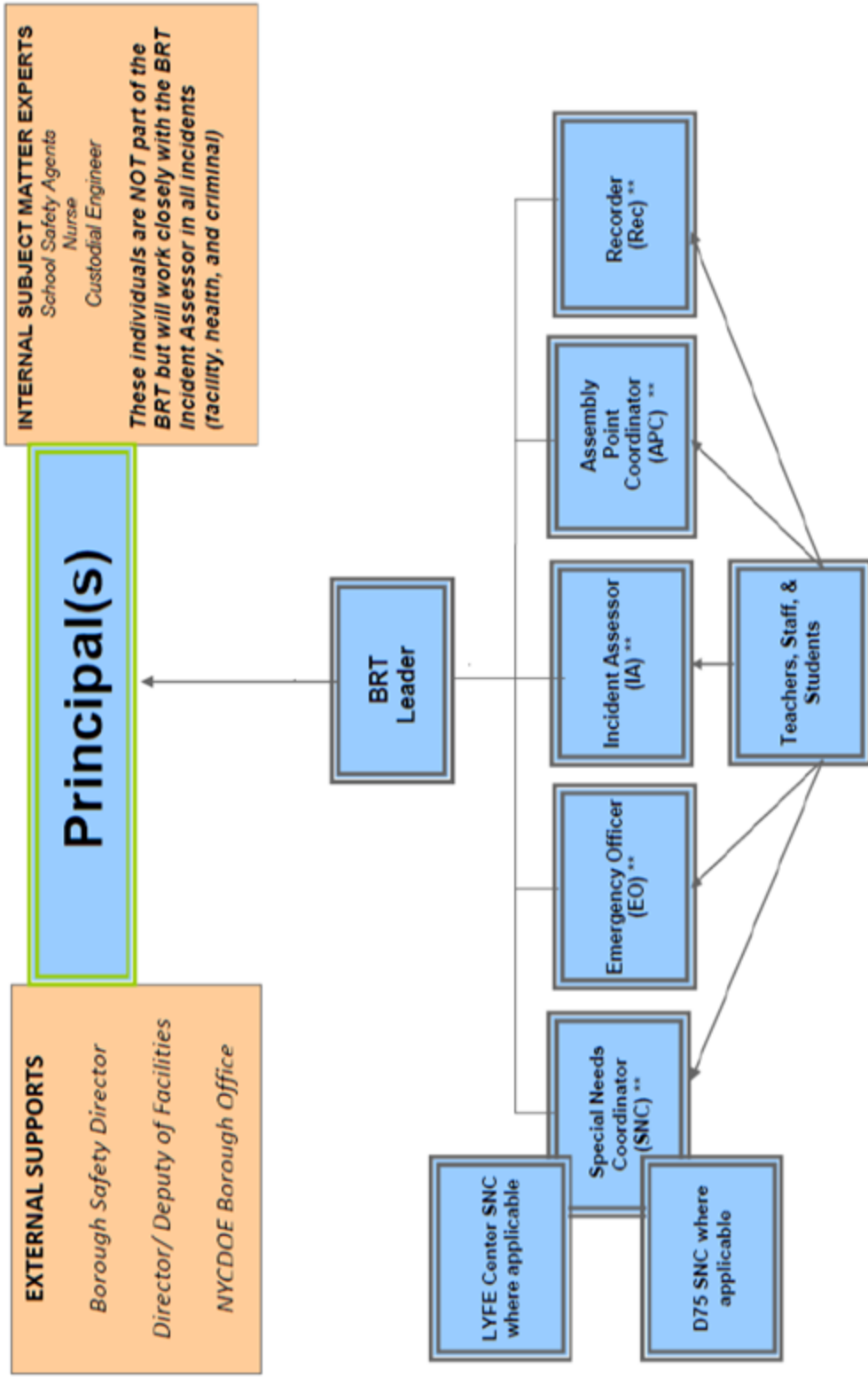
### **Safety, BRT, and GRP Planning: Address these items prior to students returning to school.**

- Download BRT and GRP training materials that are posted on the Principals' Portal (see link at bottom of page).
- Review all current members of the BRT to identify any vacancies or changes of BRT roles.
- Have the custodian survey the building to ensure:
  - Door locks are in proper working order
  - The public address system can be heard in every room, office, and common space;
  - AED units and fire extinguishers have been serviced and are operational;
  - Fire drill and GRP posters are hung in each classroom, office, and common space.
- Schedule required training for staff within the building by Sept. 15 each year (**include School Safety Agents, custodial team, food services, and the nurse**), where critical safety topics are thoroughly reviewed, including:
  - BRT members and roles in an emergency;
  - GRP training focusing on the procedures for Evacuation, Shelter-In, and Lockdowns;
  - Distributing GRP Assembly Cards to all staffs 
  - Distributing to all teachers, the grade appropriate curriculum. Inform all teachers of the date by which the GRP lessons are reviewed with students. Lessons must be reviewed with students.

### **The following items can be addressed once students return to school:**

- Download the GRP Parent Letters to print and send home with each student before the first drill is conducted in the building (letters only need to be sent home in September). Currently, letters are available in 9 translated languages on the Principals' Portal.
- Review the GRP with substitute teachers and the supervisor of the after-school programs when they report to the building for their first day of work
- During the first Safety Committee Meeting, schedule tentative dates for:
  - (12) Emergency Drills: 8 to be conducted through December 31; Eight are evacuation and four are Soft Lockdown Drills.
  - (2) Only 2 of the 4 Soft Lockdown Drills have dates by which the drill must be held. The first drill is to be held by October 31, and the second drill is to be held between February 1 and March 14.

<http://intranet.nycboe.net/DOEPortal/Principals/SchoolSupport/SchoolOperations/SafetyDiscipline/default.htm>



The BRT is comprised of building personnel who have volunteered to assist the school or non-school facility during an incident. The average BRT will consist of five core members plus the BRT Leader, as well as at least two alternates (e.g., counselors or other support staff) to fill in for sick or absent BRT members. However, BRT sizes will be determined on a case-by-case basis. It is a requirement that at least one BRT member be trained in CPR, AED, use of an epipen, and first aid. BRT members should also complete two on-line, introductory Incident Command training courses offered by the Federal Emergency Management Agency. The National Incident Management System 100SCa (<http://training.fema.gov/EMIWeb/IS/IS100SCa.asp>) and 700a (<http://training.fema.gov/emweb/is/is700a.asp>) provide BRT members with an overview of emergency preparedness operations within school settings.

# Section 10 Building Response Procedures & Assignments

## *Building Response Teams*

The Building Response Team (BRT) should consist of a BRT Leader and at least five additional staff volunteers who form the building's core emergency response group. This school's Building Response Team includes:

Name	Role	Telephone
<b>SANTA CALDERON (Assitant Principal)</b>	<b>BRT Leader</b>	<b>(718) 443-3083</b>
<b>ANTHONY VELEZ (Charter School Personnel)</b>	<b>Incident Assessor</b>	<b>(718) 919-1479</b>
<b>Lauren Rawles (Charter School Personnel)</b>	<b>Emergency Officer</b>	<b>(718) 282-7426</b>
<b>FRANCISCO GONZALEZ (COMMUNITY ASSOCIATE)</b>	<b>Recorder</b>	<b>(718) 574-1361</b>
<b>Ariel Argueso (CBO Personnel)</b>	<b>After-School Assembly Point Coordinator</b>	<b>(718) 574-0361</b>
<b>MICHAEL MAKINDE BECKLES (TEACHER SPECIAL EDUCATION)</b>	<b>Emergency Officer</b>	<b>(718) 574-1361</b>
<b>MADLINE RODRIGUEZ (ASSISTANT PRINCIPAL)</b>	<b>Assembly Point Coordinator</b>	<b>(718) 574-0361</b>
<b>Marienely Lasanta (CBO Personnel)</b>	<b>After-School Emergency Officer</b>	<b>(718) 574-1361</b>
<b>JUSTIN HESTER (TEACHER)</b>	<b>Recorder</b>	<b>(718) 574-0361</b>
<b>GESAI COURTENAY (12 MONTH ASSISTANT PRINCIPAL)</b>	<b>Emergency Officer</b>	<b>(718) 574-0361</b>
<b>DAVID JEROME (COMMUNITY ASSOCIATE)</b>	<b>Incident Assessor</b>	<b>(718) 664-3537</b>
<b>DEVONE DAVIS (COMMUNITY ASSISTANT)</b>	<b>Incident Assessor</b>	<b>(347) 228-5094</b>
<b>Alicia Mendez (Others)</b>	<b>After-School Recorder</b>	<b>(718) 574-1361</b>
<b>JOHANNA SALAS (SCHOOL SECRETARY)</b>	<b>Recorder</b>	<b>(718) 574-1361</b>
<b>TUTTI TOURAY (12 MONTH ASSISTANT PRINCIPAL)</b>	<b>Emergency Officer</b>	<b>(718) 443-3083</b>
<b>EBONY SINGLETON (12 MONTH ASSISTANT PRINCIPAL)</b>	<b>Assembly Point Coordinator</b>	<b>(718) 443-3083</b>
<b>MIGUELINA URENA (GUIDANCE COUNSELOR)</b>	<b>Special Needs Coordinator</b>	<b>(718) 574-0361</b>

## *Site Entry Information*

**Please note:** The main entrance must remain unlocked, accessible and monitored by a staff member responsible for the implementation of the Visitor Control Procedures while the school building is open.

Is there a separate entrance for staff to enter the building that does not require scanning?

**Yes**

The following entrance(s) are used by the listed staff members and students at the specified times:

<b>Custodian Main Building</b>	<b>Entrance/Exit: Palmetto</b>	<b>5:00 AM</b>
<b>Custodial Workers</b>	<b>Entrance/Exit: Palmetto</b>	<b>5:30 AM</b>
<b>School Safety Agents</b>	<b>Entrance/Exit: Palmetto</b>	<b>7:00 AM</b>
<b>Staff</b>	<b>Entrance/Exit: Palmetto</b>	<b>7:29 AM</b>
<b>Entrance for students eating breakfast</b>	<b>Entrance/Exit: Exit 5</b>	<b>7:30 AM</b>
<b>Entrance for students not eating breakfast</b>	<b>Entrance/Exit: Exit 5</b>	<b>7:30 AM</b>

## *Scanning Procedures*

### **Student Scanning**

Is security scanning performed at this site?

**Yes**

Scanning is performed between the hours of **7:30:00 AM** and **10:00:00 PM**. In the event of inclement weather, the students will be allowed to enter the building at **7:00:00 AM** and will be held in **111** supervised by **MADLINE RODRIGUEZ**

## Section 10 Building Response Procedures & Assignments

### (ASSISTANT PRINCIPAL)

Is there scanning for students who participate in the breakfast program? **Yes**

Is there scanning for students who attend "0" period classes? **Yes**

### **Visitor Scanning**

Security scanning is performed on visitors between the hours of **7:30:00 AM** and **10:00:00 PM**

Department of Education policy requires that signs be conspicuously posted near scanning machines to inform students and visitors that weapons are prohibited in all DOE facilities. These signs should also inform students and visitors that they are about to enter a scanning facility and that any person found to be in possession of an illegal weapon will be subject to arrest or appropriate penalty of law.

Do you have signs posted informing visitors that they will be scanned? **Yes**

The location of the sign is **Main Lobby and Cafeteria**

### **Internal Communications**

Each school must have an internal communication system, such as a public address or intercom system. All staff members should have knowledge of the established procedures and have access to the system in case of emergencies. If your site is not equipped with a P.A. or intercom system, you must create standard protocols for communication in case of an emergency. For example, a student may bring a specific, color-coded pass to the nearest office where an adult is available to respond to an emergency.

Does this site have an internal intercom system? **Yes**

If yes, do all staff have access to the internal intercom system? **No**

The telephone number/extension for the Main Office is **7185740361**

In the event that there is a power outage, the following procedure will be followed:  
**Radio Communication (Two way Radio)**

## Visitor Control Procedures

The Principal (or, in buildings with multiple schools, the Principals' Council / Campus Council) has the overall responsibility and authority to regulate admission of visitors and to oversee their conduct while in the school or on school property. Each principal also has 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.

In order to establish a uniform visitor control standard, the following procedures should be implemented in all Department of Education facilities. These procedures are designed to ensure minimum standards to control visitors to school buildings. The School Safety Committee may establish additional procedures beyond those outlined below.

**1. The main entrance must be covered by a Safety Agent or other appropriate staff person from the time the Custodian opens the building until the end of the school day.** The door used as the main entrance to the school may not be locked during times when the building is open. It must remain unlocked and accessible. The NYPD School Safety Division will assign a School Safety Agent (SSA) to the main entrance. When a school's designated SSA is not at that location, the Principal(s) shall designate an appropriate alternate person to be stationed at the main entrance. This person will follow the same visitor control procedures that the SSA. must perform.

**2. Signs should be posted at the main entrance informing visitors that they must stop at the desk to sign in and show photo identification.** A visitor entering the building will be requested to provide at least one (1) item of valid photo identification (for example, this may include a driver's license, foreign or US passport, or consulate identification card **(NYC Municipal ID card)**). **Parents who do not have acceptable photo identification shall not be denied access to their children's school. Where acceptable photo identification cannot otherwise be made and there is no other reason to deny access, the principal/designee, who may be the parent coordinator, must be contacted.** The principal/designee will then escort the parent to the office he or she is visiting and following the meeting escort the parent out of the building. The SSA or staff member on duty at the main entrance will record the date, time, visitor's name and visitor's destination in the Log Book. All visitors are required to sign next to the entry made by the SSA or staff person on duty. Log books must be maintained at the site for a period of three years. Posted signs should inform visitors that failing to follow these guidelines may result in their removal from the building. **Please note: signs regarding visitor access must be posted in all covered languages as defined in Chancellor's Regulation A-663.**

**3. Schools must ensure that parents in need of language assistance services are not prevented from reaching the school's administrative offices due to language barriers.** If a parent or visitor does not speak English, the SSA or staff member should try to determine the language the individual is speaking, and then attempt to locate a translator within the building by contacting the main office. If a translator is not present within the building, the SSA or staff member on duty should escort the individual to the main office, where a school representative should contact DOE's Translation and Interpretation Services Unit at 718-752-7373 to request telephone translation.

**4. Every visitor should be given a pass to the general office.** At the general office, visitors will be issued a second pass and/or appropriate instructions, should they be visiting other areas in the building. Before issuing a second pass, general office staff must confirm with the appropriate destination staff member that the visitor is expected.

**5. The SSA or staff person at the main entrance will record the time of departure** the Visitor's Log, parallel to the initial entry for that visitor, **and collect all passes issued.**

**6. The SSA or designated staff person should make a periodic check of the Log Book to ensure that no one remains in the building for an extended, unauthorized period of time.** In such instance, it should be verified whether the visitor(s) is/are still in the building. In the event that a visitor remains in the building:

**1. Search and notification of the visitor's location in the school.**

**7. Any school, program, or academy at the site may employ additional procedures (above and beyond but not inconsistent with the procedures defined above) to log visitors into the building.** For example, visitors may be issued color-coded passes to specify locations in the building, or visitors may be escorted by staff or students to their destination. Special visitor log procedures:

**2. The other schools/programs/academies do not have any special visitor log procedures**



**8. Visitors who violate procedures regarding visits to schools, or whose conduct jeopardizes the safety of students/staff, interferes with programs in the school, or damages property are subject to immediate removal from the school by order of the Principal, and may be subject to arrest.**

**9. All staff members must be aware of visitors who do not have appropriate passes for a designated area, or who have no visitor's pass at all. Where feasible, staff should approach such persons and request that they return to the Main Office. Staff should then immediately notify the Principal and the NYPD SSA. of the situation.**



## Emergency Situations, Procedures and School Community Notifications

The key to handling a crisis, disaster or emergency at the school level is to have plans and protocols in place that are regularly practiced by administrators, staff and students.

This section outlines protocols intended to guide administrators and staff in maintaining calm and order during an emergency. The identified examples reflect the types of events that can or may occur in schools. This list is not intended to be exhaustive.

Many of the steps recommended for specific types of crises/emergencies are transferable and can be used during other types of emergencies to quickly bring calm to school staff and students prior to the arrival of first responders. Based on the particular situation, you may be asked to evacuate your school and bring your students and staff to a location a distance away. In the case of a threat to the environment outside of the school (e.g., a building collapse, water main break or a gas leak/explosion), you may be asked to keep your students and staff in the building to avoid external dangers. To assist in the event of an emergency, Floor Plans should be readily available in Principal's Office, Library, Custodian's Office, Security Office.

In every disaster situation, you should take steps to immediately assess the situation, activate your building response team (BRT) and contact the New York City Police Department (NYPD) and/or the New York City Fire Department (FDNY) as soon as possible. In addition, you must have systems in place to notify parents of school emergencies. This should include reminding parents to register for Notify NYC (<https://a858-nycnotify.nyc.gov/notifynyc/Enrollment/> Or call 311), as well as using any school specific parent notification systems once this message is approved by your superintendent for distribution to parents.

### Notifications to the School Community

After a serious incident has occurred (especially any time a General Response Protocol action has been taken), school officials may need to consider notifying families of what occurred. Notifications must be approved by your legal counsel and superintendent before sending to families.

To prepare your school community to receive critical notifications, school officials should:

1. Remind parents of the need to complete or revise Emergency Contact Cards.
2. Explain all of the emergency notification systems used in the school including:
  - a. Robo-calls (be sure to include how the system works)
  - b. Text/E-mail (be sure to include information regarding how to register)
  - c. Use of a school webpage (including how to gain access)
  - d. Backpack letters

## 911 Protocols

### I.S. 291 - BROOKLYN

**Can 911 be dialed from any phone in the building(s) included on this plan?  
Dialing prefix:**

**No  
N/A**

Room Number	Prefix
101	9
115	9
120	9
250A	9
Main 100	9

## ***CRIME SCENE IN A SCHOOL***

Different incidents can occur in a school that will require an investigation by first responders such as the NYPD. The practices outlined below will allow school officials to take simple and immediate steps that will assist School Safety Agents in securing a crime scene. School officials and SSAs must act quickly and efficiently to allow for the scene of a crime to be properly secured in order to avoid any contamination of a crime scene.

THE SCENE OF AN INCIDENT MUST BE TREATED AS A CRIME SCENE WHEN:

- EVIDENCE HAS TO BE SAFEGUARDED
- DIRECTED BY A SCHOOL SAFETY AGENT OR POLICE OFFICER

**THE MOST IMPORTANT STEP IS TO SECURE A LARGE PERIMETER AREA WITH ADDITIONAL STAFF TO CREATE A "FROZEN AREA."**

- **ONLY FIRST RESPONDERS ARE PERMITTED TO ENTER CRIME SCENE "FROZEN AREA."**

### **IMMEDIATE ACTION:**

Notify the School Safety Agent immediately.

Call 911 and activate the Building Response Team, and open the Command Post

### **POINTS TO REMEMBER:**

- **SCHOOL OFFICIALS AND THE BUILDING RESPONSE TEAM MUST SUPPORT AND ASSIST THE SCHOOL SAFETY AGENTS IN PREVENTING ANYONE FROM ENTERING THE "FROZEN AREA" OR DISTURBING ANYTHING WITHIN IT.**
- **DO NOT TOUCH ANYTHING "IN THE FROZEN AREA" WHILE YOU AWAIT THE ARRIVAL OF FIRST RESPONDERS.**

### **Secure and Isolate the Crime Scene:**

Securing the area of the incident is important. This may initially include a larger area which, can be made smaller only as directed by the NYPD or FDNY supervisor who has responded to the scene of the incident. There are quick and easy ways for school officials and School Safety Agents to secure a location. For example, if the incident only affects one classroom, the room can be secured by simply not permitting anyone to enter. The door should not be touched. If it encompasses multiple classrooms, a hallway, a stairwell, etc., it may be necessary to close off a larger area within the school. This can be done by assigning staff to specific posts, using the caution tape located in the BRT kit, and inform staff and students that the area has been secured. Always provide staff and students with specific alternate directions that may include remaining in classes or using alternate stairwells to walk throughout the building.

- The first person to arrive at the location of the incident must take steps to preserve and protect the area to the greatest extent possible. The need to provide medical assistance to those individuals involved must be assessed immediately. Look for hazards that may present danger to school-based trained AED-CPR responders. Examples of such hazards may include flammable substances, smoke, fire, broken glass, and bodily fluids.
- All unauthorized personnel must be kept away from the scene of the incident.
- Depending on the location of the incident, determine if you need to alter the flow of individuals to avoid walking through the affected area. This might also require implementing the "hold-in-class" procedure until the "all clear" is issued by first responders

- If possible (and if safe to do so), direct all individuals involved to remain with school officials and School Safety Agents. This includes all witnesses. Witnesses should be separated from each other to prevent them from discussing their experience which may impact their subsequent witness statements. Everyone involved should be removed to a safe and secure location by school officials and SSAs until additional NYPD or FDNY personnel arrive to further conduct the investigation.

**POINTS TO REMEMBER:**

- Students must always remain under the supervision of school staff, even when the SSA is present.
- Remember to make all parent notifications (as outlined in Chancellor's Regulation A-412) before any interviews or investigations begin.
- Do not touch or disturb anything. Everything in a crime scene is potential evidence and must be safeguarded until a determination is made by investigators.

**Processing the crime scene (completed by the SSA and other NYPD or FDNY personnel)**

- Physical evidence relates to all objects that can establish that a crime has been committed, or can provide a link between a crime, its victim, and the perpetrator(s).
- Physical evidence may include weapons, articles of clothing, papers, and any other objects found in and around the location of the incident.
- Specific procedures must be adhered to when handling a crime scene. The NYPD and FDNY personnel are trained in the proper way to manage/process a crime scene.

*Record the names of anyone present at the incident or those who entered the crime scene/frozen area after it was established.*

- Do not photograph the scene of the incident.

**POINT TO REMEMBER:**

- Anyone who was involved in or responded to the incident will be interviewed by the NYPD or FDNY personnel who arrive at the scene.

### IMMEDIATE ACTIONS

- Check for DANGER to yourself or others.
- Does the patient look unconscious? Is s/he convulsing, bleeding severely, or not breathing?

### Gloves are available at every School's Administration Office and/or at designated locations.

- Do NOT attempt to move a person who has fallen and appears to be in pain.
- When appropriate, trained CPR responders should perform CPR and/or First Aid until emergency responders arrive to the scene.
- If the person is having a seizure, protect her/him from injury by removing harmful objects that are nearby; cushion her/his head do not restrain the person.
- In case of spilled bodily fluids, put on latex gloves; cordon off the area, if possible; and call the custodian, who is trained in handling blood-borne pathogens, to clean up the area.

### CALL 911 with the following information:

Your NAME and TELEPHONE NUMBER;

ADDRESS of the school/facility;

NUMBER of patients and their CONDITION;

ENTRANCE for first responders to use; and,

NAME of the person(s) involved, if possible.

- The Principal or BRT Leader should direct, as appropriate, first responders to a BRT member for incident-specific information.
- GET patient(s) NAME(s) and HOME CONTACT details, if possible and pass this information on to the BRT Leader or Recorder.

REMAIN with the patient(s) until medical help arrives.

ENSURE that a NYCDOE staff member ACCOMPANIES the patient to the HOSPITAL if an ambulance is required.

OBTAIN names of EMTs and hospital destination.

- NOTIFY Principal or the BRT Leader, Nurse, and SSA or Supervisor. Provide:
  - the LOCATION;
  - DESCRIPTION of the situation;
  - NUMBER of patients involved;
  - CONDITION of patient(s) (e.g., consciousness, breathing, pulse, injuries);
  - NAME(s) of affected person(s) (if known);
  - INFORMATION provided to 911.

- VERIFY that Principal or BRT Leader has notified the EIC.
- OBTAIN written statements from all witnesses and deliver to Principal only if approval has been given by the NYPD Incident Commander.

### DEATH

- For all instances of illness, injury or death, call 911.

In cases of obvious death as evidenced by decomposition or injury incompatible with life (such as decapitation), do not approach the individual/body.

- Notify Principal and SSA or Supervisor.
- Wait for Principal to arrive and cordon off the area by keeping all students and staff AWAY.
- Do NOT disturb the scene.
- Principal or BRT Leader will await arrival of emergency responders and assist as directed.



## General Response Protocols

The General Response Protocol (GRP) outlines the initial response to a variety of conditions that may occur inside or outside of a school building that would require the administration to either Evacuate, Shelter-In, or Lockdown the campus. Each protocol has specific staff and student actions that are unique to each response. **In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.**

**Implementation of each GRP Action is performed by all staff, students, and visitors until first responders arrive to provide specific direction to school officials.**

1. **Evacuate** is always initiated by the Fire Alarm or specific directions, and is used to move students and staff from one location to a different location out of the building. This may be used when the hazard is found inside or outside of the building. An evacuation may be conducted by the entire building at the same time, or in a controlled fashion based on the direction of first responders.
2. **Shelter-In** is always initiated with the announcement: "Attention: This is a Shelter- In. Secure the exit doors." and is the protocol used to safe guard students and staff within the building. It is always followed by a specific instruction and is used when the hazard is found outside of the building. The hazard may be environmental or be related to the actions of first responders in the neighborhood. Shelter-In may also include relocation to different rooms within the building.
3. **Lockdown** is initiated with the announcement, "**Attention. We are now in Soft/Hard Lockdown. Take proper action.**" and is the protocol used to secure individual rooms and keep students quiet and in place. Lockdown is used when the hazard is found within the building.

**Soft lockdown implies that there is no identified imminent danger to the sweep teams.**

**Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post.**

**Hard lockdown implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.**

### Shelter-In vs. Lockdown

The differentiation between Shelter-In and Lockdown is a critical element in GRP. A Shelter-In recovers all students from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the playground would be examples of a Shelter-In response. While the Shelter-In response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction. Lockdown is a classroom-based protocol that requires locking the classroom door, turning off the lights and placing students out of sight of any corridor windows. Student action during Lockdown is to remain quiet.

## GRP Summary of Staff and Student Response

**Lockdown (Soft/Hard)** –Soft lockdown implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction. Hard lockdown implies that imminent danger is known and **NO ONE** will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders

"Attention: We are now in soft/ hard lockdown. Take proper action"

(Repeated twice over the PA system)

Students are trained to:

1. Move out of sight and maintain silence

Teachers are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
2. Move away from sight and maintain silence
3. Wait for First Responders to open door or the "All Clear" message  
"The Lockdown has been lifted" followed by specific directions.
4. Take attendance and account for missing students by contacting main office

**Evacuate** – The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with "Attention" and be followed with specific directions. (Repeated twice over the PA system).

Students are trained to:

1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. Students in physical education attire **WILL NOT** return to the locker room. Students without proper outdoor attire will be secured in a warm location as immediately as possible.

Teachers are trained to:

1. Grab evacuation folder (with attendance sheet and Assembly cards).
2. Lead students to evacuation location as identified on Fire Drill Posters. **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS**
3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Card method.

**Shelter-In** – "Attention. This is a shelter-in. Secure the exit doors." (Repeated twice over the PA system).

Students are trained to:

1. Remain inside of building
2. Conduct business as usual
3. Respond to specific staff directions

Teachers are trained to:

1. Increase situational awareness
2. Conduct business as usual **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS**
3. The Shelter- In directive will remain in effect until hearing the "All Clear" message "The Shelter- In has been lifted" followed by specific directions.

**BRT members, floor wardens, and Shelter- In staff will secure all exits and report to specific post assignments**








## Shooting (OUTSIDE OF THE SCHOOL)

**Please note: Schools may decide to, or be directed to Shelter-In or conduct an Evacuation. They must be prepared for both scenarios.**


NOTIFY Principal/designee, Borough Safety Director and the NYPD School Safety Agent or Supervisor.

Follow the GRP protocol for Shelter-In , as outlined in previous section.

CONTACT:

- 911 – Be prepared to provide:
  - Your NAME and TELEPHONE NUMBER
  - ADDRESS of the school/facility
  - DESCRIPTION of the situation (including number of people involved) and location
  - DESCRIPTION of the shooter / hostage taker
  - TYPE of weapon, if any
  - ENTRANCE for first responders to use, if possible
- Emergency Information Center / Communications Control Center, 718-935-3210
- BRT Leader (who should activate the BRT)

Decision to Shelter-In should be made by Principals/BRT Leader in consultation with NYPD SSD.

Note: in some cases the Shelter-In  may require the assigned BRT members to report to their assigned exit doors. The Incident Assessor should report to all posts and ensure that BRT members have the required equipment.

Floor Wardens should be deployed to each floor to assist in the Shelter-In , and assist in assessing conditions throughout the building to determine in an internal relocation of some classes is required.

If determined in conjunction with first responders, Evacuate  the premises following routes outlined in Section 7, Emergency Assignments, Egresses, and Relocation Sites.

If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in Section 7, Emergency Assignments, Egresses, and Relocation Sites.

Office of Pupil Transportation must be notified for those children who take the bus home.

The BRT Leader should work with first responders to identify the location, number and extent of injured persons. If the victim is part of the school community (staff or student), retrieve the victims' information with home contact numbers and make notifications as necessary.

SSA / Principal will provide respective Supervisors and arriving agencies with vital information.

For those children who are picked up from school, the parents/guardians need to be advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup. Immediate notification to EIC will allow notification to be made to Notify NYC.

### **IF YOU WITNESS A SHOOTING OR HOSTAGE SITUATION:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• ASSESS the situation (STOP * LOOK * LISTEN)           <ul style="list-style-type: none"> <li>How many people are involved?</li> <li>Is there a weapon?</li> </ul> </li> <li>• DO NOT PLACE YOURSELF IN DANGER.</li> </ul> | <ul style="list-style-type: none"> <li>• Remain CALM and observant.</li> <li>• Discreetly instruct spectators to MOVE AWAY from scene.</li> <li>• Do NOT attempt to negotiate with the individual.</li> <li>• Keep a LOW PROFILE; DO NOT stand out.</li> </ul> |
|--|--|

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• CALL 911 and provide information listed above.</li><li>• NOTIFY Principal or BRT Leader and SSA or Supervisor</li><li>• The Principal or BRT Leader should direct first responders to a BRT member for incident-specific information.</li><li>• Where appropriate, keep the individual IN SIGHT, but DO NOT place yourself in danger.</li><li>• Take NOTICE of clothing, speech, height, accent, behavior, and other distinguishing features.</li></ul> | <ul style="list-style-type: none"><li>• AWAIT the arrival of NYPD first responders.</li><li>• Follow instructions from first responders.</li><li>• After situation has been resolved, CONFIRM that Principal/IC has notified the EIC.</li><li>• OBTAIN written statements from all witnesses and deliver to Principal only if approval has been given by NYPD Incident Commander.</li></ul> |
|---|---|



## **Bomb Threat**

**Please note: Schools may decide to, or be directed to Evacuate or conduct a Soft Lockdown. They must be prepared for both scenarios.**

**IF YOU OBSERVE A SUSPICIOUS PACKAGE, DO NOT TOUCH IT.**

### **ALL BOMB THREATS**

- **All communications by LAND LINE or IN PERSON ONLY (No radio or cell phone transmissions).**
- CALL 911 and EIC, (718) 935-3210.
- Provide the following information: Your **NAME** and **TELEPHONE NUMBER, ADDRESS** of the school/facility, **DESCRIPTION** of the threat, and **LOCATION** of bomb inside the building (if known).
- Follow instructions provided by 911 operator.
- TURN off all **RADIOS, WIRELESS DEVICES, CELL PHONES, BLACKBERRIES**, etc. Such devices **MAY** cause a bomb to detonate.



### **BOMB THREAT BY PHONE**

- CHECK caller ID to see if there is a number and note down.
- KEEP the caller ON THE LINE as long as possible (Do not hang up on the caller).
- LISTEN CAREFULLY, be polite and SHOW INTEREST.
- Try to KEEP the caller talking so that you can gather more information.
- ASK the following questions:
  - WHEN is the bomb going to explode?
  - WHERE is the bomb right now?
  - WHAT does the bomb LOOK like?
  - What KIND of bomb is it?
  - WHERE are you CALLING FROM?
  - WHY did you place the bomb?
- STAY ATTENTIVE to the following:
  - BACKGROUND sounds and other identifying information on caller's location
  - Voice Characteristics & Speech Patterns
- Try to WRITE DOWN or record the conversation. (Use BOMB THREAT CHECKLIST on next page.)
- Write down the exact TIME the call was received and the LENGTH of the call.
- Dial \*69 (return call) or \*57 (caller ID).

### **BOMB THREAT BY LETTER, E-MAIL, VOICEMAIL, FAX, GRAFFITI**

- PRESERVE threat evidence; do NOT delete or erase.
- Do NOT handle the item and isolate if possible.
- MAINTAIN crime scene. Do not clean anything around the area.

## **NOTIFY**

- IN PERSON or on a LAND LINE ONLY, notify Principal or BRT Leader and SSA or Supervisor, and EIC (No radio or cell phone transmissions). ALERT them to the situation and the phone call that was made to 911, and PROVIDE a description of the threat.
- If evacuation is necessary follow GRP Protocols for evacuation  and the procedures as shown in Section 7, Emergency Assignments, Egresses, and Relocation Sites, and assist as necessary.
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officer and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.
- If evacuation is not necessary, initiate the procedures for a Soft Lockdown  and assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
- If building cannot be re-entered, Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

## **FOLLOW UP**

- VERIFY that the Principal notified the EIC.
- OBTAIN written statements from all witnesses and deliver to Principal only if approval is given by NYPD Incident Commander.
- ENSURE that the Bomb Threat Checklist from SSP is filled out.

## Bomb Threat Checklist

*(Photocopy this page, and keep copies near all school phones / switchboards. After completing this document, keep a copy on file and fax a copy to the Operations Center of the School Safety Division at (718) 730-8691.)*

School: \_\_\_\_\_ Caller's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Call: \_\_\_\_\_

Time of Report: \_\_\_\_\_ Length of Call: \_\_\_\_\_

School Official (reporting): \_\_\_\_\_ Specific wording of message: \_\_\_\_\_

Caller's Phone Number: \_\_\_\_\_

Location of Bomb (be specific): \_\_\_\_\_

How was bomb threat received? \_\_\_\_\_

Did you place the bomb?      YES      NO      Why? \_\_\_\_\_

Description of Caller (Circle all that apply):

CALLER'S VOICE	SPEECH CHARACTERISTICS	MANNER/DEMEANOR OF CALLER	APPARENT IDENTITY OF CALLER	BACKGROUND NOISE	THREAT LANGUAGE
LOUD	FAST	CALM	ADULT	QUIET	INCOHERENT
SOFT	SLOW	ANGRY	TEEN	LOUD	MESSAGE READ
HIGH	INTOXICATED	DELIBERATE	VERY YOUNG	MACHINE	TAPED
DEEP	STUTTER	EMOTIONAL	MALE	TRAFFIC	IRRATIONAL
PLEASANT	ACCENT	DISTINCT	FEMALE	MUSIC	PROFANE
RASPY	DEEP BREATHING	EXCITED		ANIMAL NOISES	WELL-SPOKEN
DISGUISED	LISP	NASAL		HOUSE NOISES	
CRACKING VOICE	SLURRED	COUGHING		STATIC	

Other characteristics: \_\_\_\_\_

NOTIFICATION (in order)	NAME OF PERSON NOTIFIED	TIME NOTIFIED
Principal / BRT Leader		

Police Department		
Safety Administrator		
School Safety Division		
Superintendent / Field Support Center Director		
Other (Who?)		

Was the building evacuated?      YES NO      If yes, to where?  
 \_\_\_\_\_

Was a search conducted?      YES NO      If yes, time & status/result of search:  
 \_\_\_\_\_

Did the bomb squad respond?      YES NO

Students (circle one) WERE DISMISSED / RETURNED TO THE BUILDING AFTER INSPECTION AT (time)  
 \_\_\_\_\_.

Is the building in stable condition? YES NO





## ***Building Collapse / Explosion***

**Please note: Schools may decide to, or be directed to Evacuate or conduct a Shelter-in. They must be prepared for both scenarios.**

### **CONTACT**

- 911
- SSA or Supervisor
- Principal (notifies the Borough Safety Director)
- Emergency Information Center, (718) 935-3210.
- BRT Leader (activates the Building Response Team)
- Custodial Engineer

### **IMMEDIATE ACTIONS**

- Check for DANGER to yourself or others.
- BE PREPARED for possible further explosion/collapse.
- Remember to STOP \* LOOK \* LISTEN.
- Assess safety of evacuation routes and EVACUATE  the building when safe to do so, following the GRP Protocol for Evacuation, and as identified in Section 7, Emergency Assignments, Egresses, and Relocation Sites. If Evacuation routes are unsafe, be PREPARED to initiate the GRP SHELTER-IN  procedures until first responders arrive
- Check for INJURED PERSONS, but DO NOT ENDANGER YOURSELF.
- Identify and maintain contact with injured parties until emergency responders arrive.

### **CALL 911**

- Let the operator ask you questions and be prepared to provide the following information:

Your NAME and TELEPHONE NUMBER

ADDRESS of the school/facility

DESCRIPTION of the situation

NUMBER of injured persons, location and extent of injuries (if known)

ENTRANCE for first responders to use.

- The Principal or BRT Leader should direct, as appropriate, first responders to a BRT member for incident-specific information.

### **NOTIFY**

- NOTIFY Principal or BRT Leader and SSA or Supervisor of the LOCATION of the incident, DESCRIPTION of the situation, Number of INJURED PEOPLE.

### **RESPOND**

- ASSIST the Custodial Engineer as directed.

### **FOLLOW UP**

- CUSTODIAL ENGINEER to notify DF.
- CONFIRM that the Principal has notified the EIC.
- Prepare for EARLY DISMISSAL or TRANSPORTATION OF STUDENTS, if necessary.



## ***Chemical Spill or Natural / Propane Gas Leaks***

**Please note: Schools may decide to, or be directed to Evacuate or Shelter-In. They must be prepared for both scenarios.**

### **CONTACT**

- 911
- SSA or Supervisor
- Principal (notifies the Borough Safety Director)
- Emergency Information Center, (718) 935-3210.
- BRT Leader (activates the Building Response Team)
- Custodial Engineer


### **IMMEDIATE ACTIONS**

- Check for DANGER to yourself or others.
- ALERT Custodial Engineer and INFORM him/her of the location of leak/spill and the substance (if known).
- Do NOT approach or attempt to contain the leak/spill.
- EVACUATE and CORDON OFF the immediate area.
- For internal relocation of classes affected by the spill/leak, keep track of student and staff relocation.
- If persons have inhaled gas, get them to FRESH AIR.
- If there are injured persons, CALL 911 with the following information:
  - Your NAME and TELEPHONE NUMBER
  - ADDRESS of the school/facility
  - NUMBER of patients and their CONDITION
  - ENTRANCE for first responders to use
  - NAME of the person(s) involved, if possible

### **NOTIFY**

- NOTIFY Principal or BRT Leader, SSA or Supervisor of the situation.
- REMIND Principal to notify the Emergency Information Center.
- CUSTODIAL ENGINEER to notify Director / Deputy Director of Facilities.

### **RESPOND**

- If requested, ASSIST Custodial Engineer to determine the source of the leak/spill.
- Prepare for building-wide evacuation . If evacuation is necessary (as determined by principals in consultation with external incident commander), follow GRP for Evacuation, and procedures as defined in Section 7, Emergency Assignments, Egresses, and Relocation Sites.

### **FOLLOW UP**

- After the situation has been resolved, the external incident commander or liaison will advise the Principal and/or BRT Leader when the situation is ALL-CLEAR.





## **Fire/Evacuation Emergency**

### **CONTACT**

- 911
- Principal (notifies the Borough Safety Director)
- Emergency Information Center, (718) 935-3210
- BRT Leader (activates the Building Response Team)
- Custodial Engineer

### **PULL FIRE ALARM**


### **ASSESS**

- Stay AWARE and ALERT.

### **NOTIFY**

- NOTIFY Principal or BRT Leader, and Custodial Engineer of the LOCATION and EXTENT of the emergency situation.

### **ACTIONS TO TAKE**

- ASSESS safety of egress routes.
- If primary egress contains smoke, do not use.
- Feel door with back of hand and if hot, do NOT open.
- Follow GRP for Evacuation  and the procedures as defined in Section 7, Emergency Assignments, Egresses, and Relocation Sites. An alarm must be sounded and all students and staff must be evacuated 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.
- Close fire doors and other doors to contain fire.
- Direct people to evacuate away from fire and smoke.
- The Principal or BRT Leader should assign a BRT member to join a custodial staff member to direct first responders to the scene.
- The Custodial Engineer should:
  - In oil-fired plants, shut down all oil burner equipment using switches on oil burner control board or remote control switch. Close suction line valves closest to oil tanks. Leave dampers open. Shut down air compressors and bleed lines to thermostats, maintain water level in boilers.
  - 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.
- Prepare for EARLY DISMISSAL or TRANSPORTATION OF STUDENTS, if necessary. The decision to evacuate will be made only by Principal/BRT Leader in consultation with NYPD SSD. No one is to re-enter the building without authorization from appropriate agency.
- If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in Section 7, Emergency Assignments, Egresses, and Relocation Sites. In addition, 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.

### **FOLLOW-UP**

- Custodial Engineer to update Director/Deputy Director of Facilities.
- CONFIRM that the Principal has updated the Emergency Information Center.
- When fire is extinguished, recharge all used fire extinguishers immediately.

## ***Fire Safety & Fire/Evacuation Drills***

All school staff should receive an annual orientation session concerning fire safety at the beginning of each year. By the end of this session, participants should:

- Know appropriate 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.);
- Know the location and proper use of fire alarm signal boxes, fire extinguishers, and other fire-fighting apparatus;
- Understand regulations regarding flammable materials, stage settings, decorations, electrical equipment, chemical substances in laboratories, and other potential fire hazards; and,
- Know fire exit drills and evacuation plans.

The Custodial Engineer should conduct an inspection of all school/campus buildings daily, with particular attention to potential fire hazards, proper equipment, access to fire doors, and visibility of signs.

Building occupants must be able to open all exit doors from the inside at all times. Chaining or padlocking fire doors is a punishable violation of the Administrative and Fire Safety Codes.

Signs prohibiting use of elevators during fire drills and emergencies, including information regarding appropriate stairway exits, must be posted near elevators.

### ***Fire/Evacuation Drills***

Frequent unannounced drills, implemented with proper leadership and discipline, help ensure safe evacuation in an actual emergency. Drills should be planned in advance, and fire safety/evacuation information should be posted conspicuously throughout the building.

#### 1. Purpose

- The purpose of fire/evacuation drills is to instruct and train students 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 (three gongs, four times), pupils (under the leadership of teachers and other school staff) must go to the street without delay.

#### 2. Frequency and Monitoring

- AS REQUIRED BY STATE LAW, THE PRINCIPAL SHALL HOLD EMERGENCY DRILLS NO LESS THAN TWELVE TIMES IN EACH SCHOOL YEAR, EIGHT OF WHICH SHALL BE HELD PRIOR TO DECEMBER 31. OF THE REQUIRED TWELVE EMERGENCY DRILLS THAT MUST BE CONDUCTED, FOUR DRILLS MUST BE LOCKDOWN DRILLS AND THE REMAINING EIGHT MUST BE EVACUATION DRILLS. 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 fire/evacuation drills shall be conducted, one of which shall be held the first week of summer school.
- A record and evaluation of each fire/evacuation drill shall be maintained. All drill reports completed by Principals are to be entered in the DOE online Fire/Evacuation Drill data entry page within 48 hours of the commencement of the drill.

#### 3. Guidelines

- All students 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/Evacuation 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.)
- Ringing the fire bell is the usual signal for a drill. However, staff and students 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/evacuation drills and evacuation paths to be used shall be posted in every classroom, auditorium, and cafeteria. (Note: Fire/Evacuation Drill Posters may be ordered in packages of twenty-five from the Division of Contracts and Purchasing online catalog four times per year -- choose item #11252590007 on the FAMIS portal.)
- Details of the school's fire drill/evacuation plan should include the current number of students in holding rooms. Holding rooms are designated areas where physically handicapped students 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 students are out of the building or in holding rooms. Holding rooms must be left unlocked during occupancy.
- Teachers shall bring attendance information with them to ensure the safe evacuation of all students.



## Shelter-In

### **Shelter-In – “Attention. This is a shelter-in. Secure the exit doors.” (Repeated twice over the PA system).**


Under some circumstances, when the hazard to the school is outside of the school, emergency responders may direct that your students and staff remain within the school building. This process, called “sheltering-in,” may allow operations to function within the building as they normally do, or may require that you identify a location in your school where students and staff can congregate that is a) in a hallway and away from windows and glass; b) in an area that is isolated; c) in an area where ventilation can be turned off, if needed; and/or d) away from the main entrance of your school.

The determination that staff and students should remain inside during a disaster will be made by local law enforcement / public safety officials. Once that decision has been made, school staff may be given particular direction regarding appropriate shelter-in locations (e.g. basement areas; gymnasium; particular hallways), as well as critical actions to ensure ongoing safety from the danger outside of the school building.

### **CONTACT**

- 911
- SSA or Supervisor
- Principal (notifies the Borough Safety Director)
- Emergency Information Center, (718) 935-3210.
- BRT Leader (activates the Building Response Team)
- Custodial Engineer

**These steps can applied to emergency weather shelters (e.g., tornado, severe storms, hazardous materials release) and/or first responder activity outside of the school building (e.g., a police search for individuals, FDNY activity in a home on the block of the school).**

- The Principal will follow the GRP protocol for Shelter-In. 
- Shelter Locations should be predetermined, but will vary depending on the nature of the incident.
- CONSULT with the Principal, BRT Leader, Custodial Engineer and other BRT members to coordinate efforts and approach.
- The BRT Leader should confirm that the Principal has notified the EIC and that the Custodial Engineer has notified the Director / Deputy Director of Facilities.

### **SHELTER-IN**

- BRT response actions will depend on the nature of the incident.
- DO NOT PLACE YOURSELF IN DANGER.
- ASSIST Principal and Custodial Engineer as necessary.
- Remain alert as a Shelter-In may transition into an Evacuation or a Lockdown
- If there are injured people, refer to the *Medical Emergency Procedures*.
- REMAIN CALM and care for medically fragile students around you.
- Follow Principal/BRT Leader’s directions and be prepared to carry out the following actions:
  - INSTRUCT all individuals to REMAIN INDOORS. DIRECT them to the shelter location (including visitors who remain in building)
  - Instruct teachers to CLOSE all windows and doors (if applicable for environmental hazards).
  - Do NOT allow any individuals to enter into the building (except for NYPD or other first responders).
  - Upon arrival of NYPD, follow instructions of NYPD Incident Commander.
- CONFIRM that teachers have taken attendance.
- STAY ALERT and AWAIT further instructions from the Principal, Custodial Engineer, or first responders. Unless otherwise stated, the school community functions as normal with the exception of entry and egress until the All Clear announcement is made, **“The Shelter- In has been lifted”** followed by specific directions

### **FOLLOW UP**

- Once the building has been properly secured, verify that Custodial Engineer has updated the Director/Deputy Director of Facilities and that principal has updated the Emergency Information Center.



## Lockdown Drills

Section 2801 of New York State Education Law requires schools to develop Safety Plans regarding Emergency Response. In accordance with this, schools need to conduct drills and other exercises to test components of the Emergency Response Plan. All Public schools are required to conduct 4 Soft Lockdown drills per year. One drill must be conducted in the Fall Term (by October 31) and one drill conducted during the Spring Term (between February 1 and March 14). The remaining two drills may be conducted at anytime during the school day as determined by the administrative team. Drills must be recorded in the DOE online Lockdown Drills data entry page within 48 hours of commencement of the Drill.

## Lockdown

**Lockdown is to be used when there is a threat or hazard inside of the building.**

**Lockdown (Soft/Hard) – *Soft lockdown* implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction. *Hard lockdown* implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders**

**“Attention: We are now in soft/hard lockdown. Take proper action”**

**(Repeated twice over the PA system)**

In response to this announcement:

**Students are trained to:**

1. Move out of sight and maintain silence

**Teachers are trained to:**

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
2. Move away from sight and maintain silence
3. Wait for First Responders to open door or the “All Clear” message

**“The Lockdown has been lifted”** followed by specific directions

4. Take attendance and account for missing students by contacting main office
  1. any students in the hallway should immediately be taken to nearest classroom by school personnel;
  2. the Principal or designated BRT member should call 911 and provide: name and telephone number, address of the building, description of the situation and any weapons involved, entrance for first responders to use; and,
  3. the Principal or designated BRT member should contact the DOE Emergency Information Center at (718) 935-3210.

# Command Post Checklist for Soft Lockdowns

*How to properly plan and conduct a Soft Lockdown Drill*



This checklist is designed to be used during a soft lockdown drill.  
Follow these steps sequentially to ensure that all soft lockdown elements are completed.

### **BEFORE A DRILL**

- All members of the school community were notified of the drill, including: school safety agents, food service staff, school nurse, substitute teachers, and custodial employees as they will all participate in the drill.
- The custodian, nurse and 1 school safety agent were reminded that they are command post staff (in addition to the Principal(s), BRT Leader, and the Recorder). They should remain in the command post for the duration of the drill in case an issue which requires their immediate response is reported.
- All BRT Members, floor wardens, searchers, and school safety agents were notified just prior to the drill and were deployed to a staging area (i.e., stairwell) near their assignment to wait for the commencement of the drill.

### **DURING A SOFT LOCKDOWN DRILL** *(Record all times)*

- The following announcement is made clearly and calmly 2 times:  

**"This is a drill. Attention, this is a soft lockdown. Take proper action."**

Time: \_\_\_\_\_

*The following actions should occur simultaneously after calling 911 (ONLY DURING AN ACTUAL EMERGENCY; Do not call 911/ emergency responders during a drill.):*

- The Building Response Team was activated. *Time:* \_\_\_\_\_
- The following were notified:

	Phone Number	Time
* <input type="checkbox"/> 911	911	_____
* <input type="checkbox"/> EIC	718 - 935 - 3210	_____
* <input type="checkbox"/> Borough Safety Director	_____	_____
* <b>DO NOT CALL FOR A DRILL.</b>		
<input type="checkbox"/> Superintendent	_____	_____
<input type="checkbox"/> Field Support Center Director	_____	_____

- The following announcement must be made via two-way Radio and/or PA system:  
**"All principals and command post staff are to report to the command post in Room \_\_\_\_\_."**

- Floor teams contacted the command post via phone or radio to report the condition of their designated floors. This includes whether the floors are all clear, if individuals are locked out of rooms, and why these individuals were not inside of classrooms.

\_\_\_\_\_  
 \_\_\_\_\_

- Once all reports from floor teams indicate "all clear" conditions, the following announcement is made clearly and calmly 2 times to end the drill: **"The lockdown has been lifted."** Time: \_\_\_\_\_

#### **AFTER A DRILL**

- Floor teams remain on post ensuring that the building has returned to normal operations.
- A debrief session is held with all team members to identify areas of strength and areas in need of improvement

*\*\*This checklist should be duplicated and stored in the Principal's Office, the BRT Kit, and in the primary and alternate internal Command Posts for use in a drill, as well as during an emergency.\*\**



## Missing Student Protocol and Responding to Door Alarms

In order to ensure a safe learning environment, it is important that all staff members are familiar with the **Missing Student Protocol and the Response to Door Alarms Document** which provide guidance on the steps that must be taken when a student is reported lost or missing, and when a door alarm is activated. Both documents describe when it is appropriate to activate these protocols. In addition, the elementary school staff should be familiar with the protocol that must be followed when an elementary school student is observed leaving the school building or school grounds without authorization.

### Using the Missing Student Protocol

This protocol **must** immediately be followed when a student has been reported missing, the student's whereabouts cannot be confirmed, and there is concern for the student's safety or well-being. Schools must be prepared to initiate a soft-lockdown **AND** assign staff to secure the exit doors in an effort to prevent the student from leaving the building.

The Missing Student Protocol is not always an appropriate response and therefore should not be activated for every situation where a child leaves class or a school building without authorization (i.e. cutting), as the DOE has existing procedures to address these situations. Regardless of whether the protocol is activated, parents must be informed whenever a student leaves a school building without authorization.

In determining whether to activate the protocol, the following shall apply:

The protocol must be activated if the whereabouts of the following students cannot be immediately confirmed:

- All students in Grades K-5
- Any student who has a known physical or emotional condition, or a cognitive disability which interferes with his or her ability to travel independently and interact with the community

In all other situations, schools must consider a number of relevant factors in determining whether the situation requires the activation of the protocol, including:

- Whether the student has a prior history of leaving the building
- Whether the student is dealing with a crisis/trauma or is otherwise vulnerable
- Whether the student's parent has informed the school of a prior commitment or appointment that requires the student to leave early
- Whether the age and/or maturity of the student is a cause for concern regarding the student's well-being



# **THE FOLLOWING STEPS MUST BE TAKEN IF IT IS DETERMINED THAT THE MISSING STUDENT PROTOCOL SHOULD BE ACTIVATED**

## **If it is confirmed that the student has exited the building:**

Immediately call 911 (including transit police), and notify the Principal/Designee, Emergency Information Center (EIC), and the Borough Safety Director (BSD). Provide a clear description of the student, to include the information below:

- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and any distinguishing features
- Verbal or non-verbal
- Languages spoken

In addition, it should also be noted where the child was last observed.

Notify the School Safety Agent (SSA) in the building so that the Borough Command and School Safety Division can activate their protocols.

Immediately monitor the video surveillance system (if applicable) including perimeter cameras.

Notify the parent.

Review the Blue Card to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student

Activate the Building Response Team (BRT) and open the Command Post and gather all relevant information necessary to work with first responders and law enforcement (description of the student, blue card information, photograph (if available)). If applicable, review the student's Individual Education Plan (IEP) to determine what additional supports are required.

When the parent arrives at the school, escort the parent to the Command Post so that the parent may discuss the incident with school officials and law enforcement. Where applicable, have the parent coordinator accompany the parent in order to provide additional support to the family. A representative of the school crisis team should also report to the Command Post to provide support to the family.

## **If it cannot be confirmed that the student has exited the building:**

Notify the Principal/Designee and the School Safety Agent.

Provide a clear description of the student, including where the child was last observed. Include the information below in the description:

- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and any distinguishing features
- Verbal or non-verbal
- Languages spoken

Activate the BRT, and open the Command Post. Provide all BRT members, School Safety Agents, Shelter- In staff, and floor searchers, a description of the student, and if available, a photograph of the student. If applicable, review the student's IEP to determine what additional supports are required.

Immediately monitor the video surveillance system (if applicable) including perimeter cameras.

Immediately monitor the video surveillance system (if applicable) including perimeter cameras.

If the student is observed on the camera system, immediately deploy search staff to the location where the student was observed. This includes areas outside of the school building.

Inside the building, all rooms and offices, including restrooms and access to the basement must be searched.

After an initial sweep of the building, if the student has not been located, immediately call 911 (including transit police), EIC, and the Borough Safety Director.

If available, provide law enforcement with a photograph of the missing student.

Notify the parent of the student and continue searching the building. Review the Blue Card to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.

When the parent arrives at the school, escort the parent to the Command Post so the parent may discuss the incident with school officials and law enforcement. Where applicable, have the parent coordinator accompany the parent in order to provide additional support to the family. A representative of the school crisis team should also report to the Command Post to provide support to the family.

## **Follow-up steps for all students:**

Schools are required to use appropriate guidance and other interventions to respond to all students who leave class or a school building without authorization, regardless of whether the protocol is activated.

Schools must enter **ALL** incidents into the [Online Occurrence Reporting System \(OORS\)](#) and provide updates as needed.

In **ALL** incidents where a student leaves the building without authorization, schools must review existing building protocols with the student and other students where appropriate to prevent recurrence of similar behavior.

## **DOOR ALARM RESPONSE PLAN**

All schools must create a building specific response plan that can be utilized together with the door alarm response protocol to respond when a door alarm has been activated. The guidance below is designed to support school leaders and staff members in developing their building specific response plans and when responding to an activated door alarm. A template for the Door Alarm Response Plan can be found in the School Safety Plan.

Every adult in the building has some responsibility when a door alarm is heard. All staff must receive training that outlines how the alarms operate, the required maintenance, what to do when any adult in the building hears a door alarm, and when to use other emergency response actions including the General Response Protocols and the Missing Student Protocols.

- Door Alarm training and the development of a Door Alarm Response Plan for each school building must be completed before students report for their first day of the school term.
- Training must also be conducted during summer school so that all staff are aware of building specific procedures on summer co-locations.
- Responses by staff are different if you are with or without students when a door alarm is activated.
- Staff assigned the responsibility of responding to activated door alarms (including School Safety Agents) must have a key that is distributed by the principal.
- An effective response plan is based on regular collaboration and communication between all staff, including SSAs.
- SSAs will respond to incidents and work closely with school staff to address issues. Regarding door alarms, School Safety Agents will visually inspect the doors and the alarms while on routine patrol. When an alarm is activated, they will respond to the location and immediately investigate the cause so that proper action can be taken. School Safety Agents are issued keys to the alarms so that if they are the first one to respond to an alarm, they can turn it off while investigating as the alarm sound can be disruptive.
- The SSA is not part of the regular door alarm test and should not be part of the building specific door alarm deactivation procedures for alarms that will be temporarily deactivated throughout the school day.

## **DOOR ALARM RESPONSE PROTOCOL**

### **THE FOLLOWING STEPS MUST BE TAKEN WHEN A DOOR ALARM IS ACTIVATED**

- All adults who are NOT supervising students must do the following when they hear an activated door alarm:
  - o Immediately report to the door where the alarm has been activated to observe conditions and to determine the possible cause of the alarm (i.e. staff or students observed in stairwell, student running from scene in the hallway, door propped open).
  - o Immediately call the appropriate office and/or main desk to report the specific location of the door alarm that was activated and share any observations.
  - o If the person who hears the door alarm is someone in possession of a two-way radio (e.g. administrator, dean, security school aide) or if a School Safety Agent (SSA) is present, immediately use the radio to report the specific location of the door alarm that was activated to other staff with radios so that everyone can respond with accurate information.
  
- For all adults who ARE supervising students when they hear an activated door alarm:
  - o Immediately call the appropriate office and/or main desk and report the specific location of the door alarm that was activated.
  - o Immediately look outside the classroom window and/or look outside the classroom door in an effort to observe anything that may provide additional information such as a staff member/ student(s) walking away from the door.
  - o Report observations to the staff members and/or SSAs who respond to the door alarm.

If the door alarm was activated and the cause for the alarm is believed to be the result of an intruder or a missing student, the General Response Protocols and/or Missing Student Protocols must be activated, as appropriate, based on the specific information in each incident.

### **PROTOCOL FOR WHEN AN ELEMENTARY STUDENT IS OBSERVED LEAVING A SCHOOL BUILDING OR SCHOOL GROUNDS WITHOUT AUTHORIZATION:**

When an elementary school student leaves a school building or school grounds without authorization, it is an inherently dangerous situation and immediate steps must be taken to ensure the student's safe return to school. The following procedures must be followed when a staff member observes an elementary school student leave the school building or school grounds without authorization.

#### **For Staff Members Supervising Students:**

1. A staff member who sees an elementary student leaving the school building or school grounds without authorization and who is supervising students, must immediately inform any staff member that is nearby to follow the student unless there is a School Safety Agent (SSA) in the staff member's immediate vicinity who can be informed of the student's unauthorized departure. In such cases, the SSA will pursue the student. The staff member must immediately notify 911 and the principal/designee who will activate the Missing Student Protocol, when it is confirmed that the student exited the building and cannot be returned by the SSA.
2. If there is not an SSA or another adult in the staff member's immediate vicinity, the staff member must immediately notify 911 by radio or cell phone, if available and provide the following information below, where possible:
  - Location and direction where the student was last observed
  - Height and approximate weight
  - Ethnicity
  - Complexion and hair color
  - Attire and distinguishing features
  - Whether the student is verbal
  - Languages spoken

In addition, the staff member must immediately notify the principal/designee and the Missing Student Protocol will be activated



## Door Alarm Response Plan

This guide is designed to support school leaders and staff members when responding to an activated door alarm.

List the exits in your building that have door alarms (i.e. - Cafeteria Door 1,2, Exit 1, Exit 2, etc.)

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How many alarms are installed at each exit?					
Exit	Alarms	Exit	Alarms	Exit	Alarms

List all of the staff members (including Custodial staff, School Safety Agents, Food Services staff and School Health personnel) who have access to a key that is used to activate/de-activate Door Alarms.					
Full Name	Job Title	Full Name	Job Title	Full Name	Job Title

When a Door Alarm is activated, it must be immediately reported to \_\_\_\_\_

Phone : \_\_\_\_\_ ext. \_\_\_\_\_

Alternate contact number : \_\_\_\_\_ ext. \_\_\_\_\_

**Missing Student Checklist**



School: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time Student Went Missing: \_\_\_\_\_

Student ID (OSIS) #: \_\_\_\_\_

Student DOB: \_\_\_\_\_

Student Ethnicity: \_\_\_\_\_

Special Needs Classification (if applicable): \_\_\_\_\_

Does the student use OPT Bus or Public Transportation: \_\_\_\_\_

Description of Student (include clothing and any distinguishing characteristics):

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NOTIFICATION (in order)	NAME OF PERSON NOTIFIED	TIME NOTIFIED
Principal / BRT Leader		
Safety Administrator		
School Safety Division		
Superintendent / Field Support Center Director		
Other (Who?)		

Student known as a wanderer/runner?	YES	NO	
Is the student verbal?	YES	NO	If yes, what language? _____
Was 911 called?	YES	NO	If yes, which precinct responded?: _____
Parent notified?	YES	NO	If yes, who responded?: _____
School Safety notified?	YES	NO	If yes, which agent?: _____
Video Surveillance on site?	YES	NO	
EIC notified?	YES	NO	If yes, time of report?: _____
Medical issues?	YES	NO	If yes, please specify: _____

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## Reunification Planning Guide

There may be times when an emergency will require an evacuation and relocation to another building. When this occurs, dismissal procedures must be conducted in a safe and organized fashion by using procedures to account for all students who have been reunified with their families. Advanced planning, through the use of the Reunification Planning Guide, will result in a successful reunification. Various factors must be considered during a relocation which include the number of people being reunited, the available space at the relocation/reunification site, and the appropriate security personnel that may be required. During these emergencies, school officials must work with DOE staff and School Safety Agents who respond to the relocation site to assist.

### **Reunification at all relocation sites will require:**

- A minimum of four **pre-designated** rooms/ common spaces, or sections of the school yard (external only);
- A command post (established by the **host** building prior to the arrival of staff and students from the **relocation** building);
- Access to the medical office or an established medical station to facilitate basic first-aid if needed.
- Families must be informed in advance that identification will be required during the reunification process.

<p><b>1- The Family Staging Area:</b> Required staff (based on the size of the room and the number of parents): 1 Family Staging Area Coordinator (reporting to the Assembly Point Coordinator), 2-4 staff (to collect information), 1-2 School Safety Agents.</p>	<p><b>2- The Student Staging Area:</b> Required staff: 1 Student Staging Area Coordinator (reporting to the Assembly Point Coordinator), all classroom teachers, 3-5 School Safety Agents, adding additional agents as necessary based on the number of students in the staging area.</p>
<ul style="list-style-type: none"> <li>• This area must be separated from the student staging area.</li> <li>• This area must be supervised by staff and School Safety Agents.</li> <li>• Families must complete <b>Part 1</b> of the Student Release Form, prior to being escorted to the Reunion Area. <b>Parents must be escorted to the Reunion Area in small manageable groups (i.e. 1 staff member: 5 family members)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Teachers are required to have their classroom evacuation folder including class rosters, daily attendance, and GRP assembly cards.</li> <li>• Students will remain with their class until they are reunited with a family member. Students must be escorted to the Reunion Area, restrooms, and medical areas by school staff.</li> <li>• Classroom teachers must remain with their assigned students until a runner arrives to call for specific students. <b>All students who were absent from school must be reported to the Assembly Point Coordinator upon reaching the Student Staging Area.</b></li> </ul>
<p><b>3- The Reunion Area:</b> Required staff: 1 Reunion Area Coordinator (reporting to the Assembly Point Coordinator), 3-5 staff (to collect information), 4-5 runners, 3-5 School Safety Agents.</p>	<p><b>4- The Counseling &amp; Medical Areas:</b> Required staff: <b>Counseling Area:</b> Members of the school crisis team (number of staff to be determined based on need). <b>Medical Area:</b> School nurse and health aide</p>
<ul style="list-style-type: none"> <li>• A family member completes/submits the Student Release Form with <b>Part 1</b> completed.</li> </ul>	<ul style="list-style-type: none"> <li>• The Counseling Area must be identified upon arrival and used as needed.</li> </ul>
<ul style="list-style-type: none"> <li>• Identification is verified by staff to ensure that the individual is listed on school records. The staff member will complete <b>Part 2</b> of the Student Release Form.</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical staff (counselors, psychologists, etc.) will work with families and students who may need additional support before leaving the relocation site.</li> </ul>
<ul style="list-style-type: none"> <li>• The runner (school staff) is given the Student Release Form. When the student is retrieved, <b>Part 3</b> of the Student Release Form is completed by the runner.</li> </ul>	<ul style="list-style-type: none"> <li>• If necessary, the Counseling Area is where the family will receive information about their child if the child cannot be released to them.</li> </ul>
<ul style="list-style-type: none"> <li>• The student is escorted to be safely reunited with their family, and <b>Part 4</b> of Student Release Form completed by staff.</li> </ul>	<ul style="list-style-type: none"> <li>• If the Counseling Area is used, components of the school Crisis Plan must be used as appropriate.</li> </ul>
<p><b>Family members must sign for students in Part 4 of Student Release Form to take custody of their child.</b></p>	<ul style="list-style-type: none"> <li>• The medical area must be located near the host-school medical office.</li> </ul>



## Reunification Planning Guide

Area	Suggested Space Internal And External	Brief Description of Area	Internal Area Assigned	External Area when conducting at the home school
Command Post	Internal location: listed in the School Safety Plan at the relocation site. External location: listed in the School Safety Plan.	Location where critical information is shared among the Principals, Building Response Team Leaders (of all schools/buildings involved), and all DOE and First Responders who are at the scene. Refer to Command Post Card located on the Principals Portal to properly establish the Command Post.		
Student Staging Area	Internal: Auditorium, Cafeteria External: corner of a schoolyard away from the reunion and parent staging area.	Area where students will be brought to await reunification. Students must remain with their assigned class and teacher so that accurate attendance can be taken. Students must remain engaged in appropriate activities during the staging process.		
Family Staging Area	Internal: Classroom External: Opposite corner of the school yard.	Area where families are directed to report to upon arrival at the relocation site. Staff must provide instructions regarding the reunification process and distribute the Student Release Form.		
Reunion Area	Internal: Room or office close to exit doors being used for egress after reunification. External: Well secured separate section of the school yard.	The area where families will take custody of their child.		
Counseling & Medical Areas	Internal: Classroom, Office that is not located near the family or student staging area or the reunion area. External: A well secured, separate corner that is not near the staging or reunion area.	Private area where families will be taken if they need additional time to speak/meet with counseling staff, or if reunification with their child may be delayed for any specific reason. This room is staffed with members of the crisis/clinical team. The medical area is a private area where medical assistance is provided including the administering of medicine to students requiring regular treatment for existing conditions.		





# STUDENT RELEASE FORM

Use One Form For Each Child



<p><b>PART 1</b> Completed by <i>family</i> at The Family Staging Area</p>	<p>Student's Last Name _____ First Name _____</p> <p>Class _____ Grade _____ Teacher (if known) _____</p> <p>Name of Person Picking up Student _____</p> <p>Relationship to student _____</p>
<p><b>PART 2</b> Completed by <i>staff</i> at The Reunion Area</p>	<p>Is the person picking-up the student listed on Emergency Blue Card? (circle one) Yes      No</p> <p>If no, list the name of the administrator who has authorized release _____</p> <p>Name of staff who verified the identification of the person picking-up the child _____</p> <p>School Staff Member's Signature _____</p>
<p><b>PART 3</b> Completed by the <i>runner</i> at The Student Staging Area</p>	<p>Student Status (check appropriate status)</p> <p>_____ Sent with Runner      _____ Absent from School      _____ In Medical Room</p> <p>Other Notes:</p> <p>_____</p> <p>_____</p> <p>Runner's Signature _____</p>
<p><b>PART 4</b> Completed by <i>staff and the family</i> in The Reunion Area</p>	<p style="text-align: center;"><b><u>THE PERSON LISTED IN PART 1 MUST BE THE SAME PERSON WHO IS LEAVING WITH THE CHILD.</u></b></p> <p><b>Identification Verified</b> Time _____ Print Staff Name _____</p> <p>Signature of staff member who reunited the child with the family _____</p> <p>*****</p> <p><b>I have been reunited with my child</b></p> <p>Parent/ Guardian Signature _____</p>

### ***Closing Procedures - I.S. 291 - BROOKLYN***

Once the building has been properly secured, and the All Clear has been issued, the BRT, School Safety Agents, and first responders should conduct a total building sweep to ensure that conditions are safe and secure. The Principal or designee should provide updates to the Emergency Information Center / Communications Control Center. Afterwards, the Principal or designee should obtain written statements from all witnesses ONLY if approval has been given by the NYPD Incident Commander.

At the conclusion of this sweep and before the Security Team leaves, **Takeya Davis**, S.S.A./S.S.A. III will confirm with Head Custodian **Michael Finneran** that the building has been secured.

## Section 11 Supplemental Documents (Formerly Addenda)

The School Safety Committee may list supplemental documents that provide pertinent information to emergency responders that will aid in a safe and efficient response. Supplemental Documents will be kept on file in the school with the hard copy of the School Safety Plan. These documents do not supersede or amend any Regulation of the Chancellor or other official policy of the New York City Department of Education governing school safety.

Examples:

- List of Chemistry Lab Inventory
- Information on ongoing construction
- Potential environmental hazards in the immediate area of the School

### **Supplemental document(s) listed for the School Safety Plan (If any)**

K291 complete.pdf

## Section 12 Committee Members & Meetings

As per Chancellor’s Regulation A-414, the School Safety Committee shall be comprised of the following individuals:

- (1) Principal / Designee of every program operating within the building;
- (2) U.F.T. Chapter Leader;
- (3) Custodial Engineer/Designee;
- (4) In-house School Safety Agent Level III/Designee;
- (5) NYPD Precinct Commanding Officer/Designee;
- (6) Parent Association President/Designee;
- (7) Dietician/Designee of food services for the site;
- (8) Representative of the Student Body;
- (9) FDNY Liaison; and
- (10) Any other person or persons deemed essential by the committee.

The following individuals are listed as members of the School Safety Committee:

Name	Title	Program
BOBADILLA, PEGGY	Dietician	32K291
BOBADILLA, PEGGY	Dietician	32K564
BRUCE, JANICE	Principal	32K291
Davis, Takeya	SSA-3	NYPD
Estrada, Gloria	PA President/Co-President	32K291
Finneran, Michael	Head Custodian	NA
GONZALEZ, FRANCISCO	Parent Coordinator	32K291
GONZALEZ, LLERMI	Principal	32K564
RHEE, CATHERINE	UFT Chapter Leader	32K291
Samuels, Arthur	Principal	84K733
SANTIAGO, DAMARIS	Respect for All Liaison	32K564
SANTIAGO, DAMARIS	UFT Chapter Leader	32K564
Serrano, Anna	NYPD Precinct CO/Designee	NA
Sudnik, John	FDNY Liaison	NA
URENA, MIGUELINA	Respect for All Liaison	32K291

NOTES: All Programs/Schools in operation within the building must be represented on the committee. Refusal to sign the plan on the Endorsement Page, by members of the above School Safety Committee, without addressing the issue at the School Safety Committee level, will not preclude the plan from being submitted and approved. If there are issues that cannot be settled at the committee level a formal grievance should be filed and mediated.

### ***Proposed Committee Meeting Dates***

School Safety Committee meetings must be held monthly on days when the school is open for instruction. Attendance and agendas for each meeting must be collected online in the School Safety Committee Meetings module of the School Safety Plan Application.

**Each Principal must ensure that its School Safety Committee holds at least one annual meeting**

## Section 12 Committee Members & Meetings

**which is open to all parents in that school. The meeting shall be conducted for the purpose of allowing parents to raise and discuss safety concerns regarding the school, including, but not limited to, matters relating to school safety agents.**

The School Safety Committee will meet as a team on the dates listed below, in compliance with Chancellor's Regulation A-414:

Year	MeetingDate
2020	Sep 10, 2020
	Oct 1, 2020
	Nov 19, 2020
	Dec 17, 2020
2021	Jan 21, 2021
	Feb 11, 2021
	Mar 18, 2021
	Apr 22, 2021
	May 20, 2021
	Jun 10, 2021

**NYC** New York City Department of Education  
**SCHOOL SAFETY PLAN ENDORSEMENT FORM**  
 2020-2021 K291  
 FAX completed forms to (718) 935-5860

This completed signed signature page must be submitted to the Office of Safety and Youth Development via fax (718)935-5860 prior to your first School Safety Plan submission.

Signature: (Signature Received: No)	
BOBADILLA, PEGGY, Dietician	Date
Signature: (Signature Received: No)	
BRUCE, JANICE, Principal	Date
Signature: (Signature Received: No)	
Davis, Takeya, SSA-3	Date
Signature: (Signature Received: No)	
Estrada, Gloria, PA President/Co-President	Date
Signature: (Signature Received: No)	
Finneran, Michael, Head Custodian	Date
Signature: (Signature Received: No)	
GONZALEZ, FRANCISCO, Parent Coordinator	Date
Signature: (Signature Received: No)	
GONZALEZ, LLERMI, Principal	Date
Signature: (Signature Received: No)	
RHEE, CATHERINE, UFT Chapter Leader	Date
Signature: (Signature Received: No)	
Samuels, Arthur, Principal	Date
Signature: (Signature Received: No)	
SANTIAGO, DAMARIS, Respect for All Liaison	Date
Signature: (Signature Received: No)	
SANTIAGO, DAMARIS, UFT Chapter Leader	Date
Signature: (Signature Received: No)	
Serrano, Anna, NYPD Precinct CO/Designee	Date
Signature: (Signature Received: No)	
Sudnik, John, FDNY Liaison	Date

↑ Insert Fax This Way Do not send cover sheets  
Do not write on back Do not send multiple sheets at one time ↑

N/A



**New York City Department of Education**  
**SCHOOL SAFETY PLAN ENDORSEMENT FORM**

**2020-2021 K291**

FAX completed forms to (718) 935-5860

Signature: (Signature Received: No)

URENA, MIGUELINA, Respect for All Liaison

Date

**Original signatures are required on this page**

This plan is governed by all current Chancellor's Regulations, Special Circulars and/or Memorandums of the New York City Department of Education.