



**SECTION I. Introduction: Basic Information**

Number of Facilities: 2  
 School Campuses: 2  
 Total Number of Students Enrolled: 600  
 Total Number of School Personnel Employed: 103

**School Contact Information**

<p>The American Dream School          Middle School Campus          510 E 141st St.          Bronx, NY 10454          Telephone: (718) 585-3071          Type of Space: School facility co-located with NYC DOE PS 30</p>	<p>The American Dream School          High School Campus          403 Concord Avenue          Bronx, NY 10454          Telephone: (718) 924-2809          Type of Space: Privately leased school facility</p>
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**Introduction and Purpose**

The American Dream School (ADS) considers emergency preparedness as a critical component to a safe campus environment and takes every precaution to ensure the safety of its students and staff. ADS treats emergencies and violent incidents as critical issues that must be addressed in an expeditious and effective manner. The ADS District-Wide Safety Plan was developed pursuant to Education Law §2801-a and 8 NYCRR §155.17 and informed by the State of New York’s Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in schools.

The school’s Safety Team developed the ADS Building-Level Safety Plan. This plan will be modified as needed to incorporate recommendations of the full final School Safety Team. Each of our campuses has a written Safety Plan that provides specific and detailed procedures for responding to a range of incidents including, but not limited to Disasters, Shootings, Bomb Threats, Fire Emergencies, Evacuation procedures, Disasters, Shootings, Bomb Threats, Kidnappings, and Hostage Situations

As we share our middle school campus with a DOE school, our District-wide and Building-Level Safety Plans is in coordination with our shared space School Safety Teams. American Dream High School campus also shares our middle school campus with a DOE school, our District-wide and Building-Level Safety Plans is in coordination with our shared space School Safety Teams.

Our goals in creating and implementing our Building-Level Safety Plan are:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

As charter schools are also school districts (LEAs) in and of themselves, the ADS District-wide Safety Plan and the Building-level Safety Plan is one in the same document (all required elements for both plans are included in this single document).

The ADS School Safety Plan addresses a broad range of major emergencies. The objectives of the plan are to:

- Protect the safety and welfare of students, employees and staff;
- Provide for a safe and coordinated response to emergencies;
- Protect the School's facilities and properties; and
- Enable the School to restore normal conditions with minimal confusion in the shortest time possible

**Building Information**

ADS Middle School is located at 510 E 141st St., Bronx, NY 10454. ADS shares space with P.S. 30. ADS uses all classrooms, bathrooms, storage and office space on the 4th floor (rooms 401, 402, 403, 404, 405, 406 408, 410, 411, 413, 412, 418, 420, 421, 423, 425 and 427) as well as the cafeteria, auditorium, courtyard and gymnasium on the 1st floor.

**High School Building Information**

ADS High School is located at 403 Concord Avenue, Bronx, NY 10454. ADS High School occupies the entire facility which includes 16 classrooms across three floors, and a cafetorium / gymnasium located on the f1st floor.

**ADS Middle School Safety Team**

The ADS School Safety Team, charged with developing and ensuring the effective implementation of the ADS School Safety (SAVE) Plan is:

<b>Title</b>	<b>Name</b>	<b>Role</b>
Director of Operations	Candace Miranda	School Safety Team Head (HS)
Acting MS Operations Manager	Candace Miranda	School Safety Team Member
Admin. Assistant	Maria Peralta	School Safety Team Member
School Dean	Niki DeGiorgio	School Safety Team Member
School Aide	Tamara Delgado	School Safety Team Member
Local Law Enforcement Official	Agent Jenkins	School Safety Team Member

In addition to the ADS School Safety Team, P.S. 30 has a Chain of Command and a Safety Team of their own. See Section XYZ for P.S. 30 Chain of Command.

**ADS High School Safety Team**

The ADS School Safety Team, charged with developing and ensuring the effective implementation of the ADS School Safety (SAVE) Plan is:

<b>Title</b>	<b>Name</b>	<b>Role</b>
Operations Manager	Kateri Baez	School Safety Team Head (MS)
Admin. Assistant	Evelyn Lopez	School Safety Team Member
School Dean	Jorge Luis Garcia	School Safety Team Member
School Aide	Juana Pedro	School Safety Team Member
Enforcement Official	Noe Lora	School Safety Team Member

### **Plan Review**

We will include representatives of all key School constituents and interested parties in the development and review of this plan. The plan will be reviewed annually by the Board .

Our Building-Level Safety Plan will remain confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

### **Concept of Operations**

The initial response to all emergencies at ADS will be by the School Safety (Emergency Response) Team. Upon activation of the School Safety Team, local emergency officials and the Board of Directors will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols.

## **SECTION II. RISK REDUCTION/PREVENTION AND INTERVENTION**

### **A. Designation of Building-level and School-level Teams**

The following teams have been established:

- School-level Teams
- School-level School Safety Team

This team consists of the Principal, Operations Managers, teacher representatives, and parent representative. The role of this team is to adopt School-level safety policies and procedures that are coordinated with the Building-level safety policies and procedures.

#### **School-level Safety Team**

This team consists of the Principal or School Director,, Operations Manager, Dean of Culture and other administrative staff including school aides and office staff. The role of this team is to lead the initial School-level response through any emergency situation in coordination with the Building-level Safety Team.

#### **School-level Post-Incident Response Team**

This team consists of the Principal or School Director, school counselor, all staff holding valid emergency response AED/CPR training, and the Building nurse. The role of this team is to provide post-incident psychological and medical aftercare if necessary.

## **B. Prevention and Intervention Strategies**

The American Dream School believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Coordination with Local Emergency Officials and Annual Multi-Hazard Training for Students – as per below.

### *School Personnel Training*

- The School-level Safety Team will design and implement trainings for members of School-level teams on safety procedures including (i) protocols for removal of disruptive students, (ii) crisis response, mediation, conflict resolution and other de-escalation techniques, and (iii) protocols for responding to fire, bomb threats, intruders and other emergency situations.

### *Coordination with Emergency Officials*

- The School level Safety Team includes members of local Safety services who will be instrumental in assisting in the annual review of the Safety Plan and conducting drills and exercises to test the Safety Plan. These tests may include tabletop exercises which will be coordinated with local and county emergency responders and preparedness officials.

### Annual Multi-Hazard Training for Staff and Students

- The law requires annual multi-hazard training for students and staff. The intent of this training is to make building residents aware of the specific response procedures in their buildings. All school building staff will be familiarized with the basic concepts of the Incident Response System. This type of training can be most successfully accomplished by members of the School level Safety Team who would be most familiar with the procedures they have established.

## **C. Prevention Programs and Initiatives**

- ADS emphasizes the importance of prevention strategies such as non-violent conflict resolution training programs, peer mediation programs, and extended day and other school safety programs. ADS will consider implementing violence prevention programs that address the components of empathy, impulse control, and anger management skills, and offering corrective supportive intervention strategies. The following is a list of some of the many prevention strategies that may be utilized:
  - Strong emphasis on zero tolerance for harassment
  - Support groups facilitated by psychologists and/or school counselors for elementary children
  - Conflict resolution strategies
  - Buddy programs between grade levels
  - Mentoring (pairing of differently-aged students)
  - Parent/child/staff surveys
  - Student Support Teams
  - Drama programs
  - Lessons on peer-intervention taught by teachers, school counselor, psychologists
  - Current events units in classrooms – analyzing violence on TV and in other media

#### **D. Identification of Hazards**

The School level Safety Team will identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population.

### **SECTION III. SCHOOL BUILDING SECURITY**

#### **A. Security Personnel**

- **Middle School** - Security personnel is provided by the NYC DOE. Agent Moisse is the current school security agent stationed at the main entrance of the PS 30/ADS campus main entrance.
- **High School** - Security personnel are hired by ADS. Our security agents are stationed near our main entrance.

#### **B. Visitor Control Procedures**

The school has established the following procedures in order to establish a uniform visitor control standard. These procedures will ensure minimum standards to control visitors at the building. The School level Safety Team may establish additional procedures beyond those described below:

1. A visitor entering the building is required to provide at least one (1) item of valid photo identification (e.g., driver's license). The staff member on duty at the main entrance / office will record the date, time, name and destination of the visitor in the log book in order to gain entrance to the building with a visitors pass that must be clearly displayed on their person. All visitors are required to sign their name next to the entry made by the staff person on duty. Signs are posted at the main entrance informing visitors that they must stop at the desk to sign in and show photo identification. The signs should also inform visitors that failing to follow these guidelines may result in their removal from the building.

#### **C. Intruder Procedures**

When an unidentified person is found on school premises and a decision has been made to put the school in a soft lockdown, the following announcement will be made on the PA system: "Attention all, the building is in soft lockdown. Proceed with soft lockdown procedures." If there is a hostage or active shooter, the school should immediately begin HARD lockdown procedures. This will be made clear in the announcement.

**SOFT LOCKDOWN PROCEDURES:** In response to a SOFT lockdown announcement the following steps will be taken immediately:

1. Any students in the hallway will be taken to the nearest classroom by school personnel.
2. All teachers will lock their classroom doors.
3. The Principal, and designated individuals will lock the doors of the building and conduct a building sweep to locate the intruder:

**HARD LOCKDOWN PROCEDURES:** In response to a HARD lockdown announcement the following steps will be taken immediately:

1. Students need to get themselves into a bathroom, classroom or the closest space outside of the hallway immediately. During a HARD lockdown school personnel do not sweep hallways.
2. All teachers will lock their classroom doors, turn lights, laptops and projectors off if possible and get students and themselves away from windows.
3. No staff move from their locations during a HARD lockdown until first responders come to their location to provide an “all clear” message.

If the intruder is found and the situation is again stable or no intruder is found within the building an “ALL CLEAR” message will be made over the PA system.

In the event that the Building PA system is inoperative, supervisors of floors will alert staff and search for the intruder.

#### **D. Security of Crime Scene**

Securing and restricting the crime scene is of prime importance in order to preserve evidence from being disturbed or destroyed in cases of violent crimes on School property. As such, the following procedures will be followed:

- The Principal will be responsible for crime scene security until relieved by law enforcement officials.
- No items will be moved, cleaned, or altered without prior approval from appropriate law enforcement officials.
- While security of the crime scene is important, it should in no way interfere with the rescue and aid of injured persons.

### **SECTION IV. INCIDENT RESPONSE SYSTEM**

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

##### *Incident Commander*

In the event of an emergency occurring in the school, the Principal or the next person in the Chain of Command (see below) will serve as Incident Commander within the school and with respect to all of the school's staff and students. In the event of a crisis, the Incident Commander has responsibility for decision-making and coordination of the Safety. The Incident Commander may be replaced by a member of a local Safety agency.

The following is the Chain of Command:

1. Executive Director
2. Campus Directors
3. Director of Operations

#### **B. Notification and Activation**

##### *Communications inside the school*

For internal communication at the school walkie-talkies, telephones and the runner system will be used.

### **C. Communication with Law Enforcement Officials**

Communication with local law enforcement officials in the event of an emergency shall be by telephone, from a building phone to reach law enforcement personnel located in the building or dialing 911 to reach law enforcement personnel outside the building. ADS has established policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. Depending on the type of incident, the three members of the chain of command or their designees will contact the Community Affairs Officers, a Youth Officer, or the School Sergeant when necessary.

### **D. Communication with Parents**

In the event of a violent incident or emergency requiring early dismissal, the school office staff will notify parents by telephone at the numbers listed in the emergency contact information sheets for each student. ADS has established policies and procedures for contacting parents, guardians or persons in parental relation to the students in the event of an early dismissal or violent incident.

In addition, ADS has established policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, including suicide. When a student engages in behavior that poses a substantial risk of serious injury to the student or others, the Campus Director/designee must be notified of the situation and must attempt to reach the parent. In the event of a violent incident or any other emergency-related early dismissal, the Campus Director or his/her designee will contact parents/guardians or persons in parental relation to the students. Parents will be contacted via recorded phone message, mass text message, mass email, or bulletin board post on the school's website. Additionally, master lists of parent contacts and emergency contacts are kept in the Main Office and in each of the classrooms.

### **E. Communication with the Community**

The Incident Commander will be the only official spokesperson with the media during an emergency situation. Parents and guardians will be notified through the news media of any situation that requires a school to be evacuated. The Incident Commander will be responsible for emergency notification of the media on behalf of the school. The Incident Commander will respond to inquiries from parents and guardians during an emergency.

## **SECTION V. PROTOCOLS FOR DISASTERS AND EMERGENCIES**

This section outlines protocols that will serve as a guide for administrators and staff to use to increase the level of calm during an emergency. The listed protocols reflect examples of events that can or may occur in schools. They are not meant to serve as an exhaustive list of the full range of events that the school might experience.

It has been proven however, that many of the steps that are to be taken during the listed crisis/emergencies are transferable and can be used during most emergencies to quickly bring calm to school staff and students prior to the arrival of emergency first responders. Based on the emergency, we may evacuate the school, in which case students and staff will be removed to a location a distance away. Or in the case of a threat to the environment outside of the school, i.e. a building collapse, water main break or a gas leak/explosion, we may keep our students and staff in school to avoid the outside dangers.

In every disaster situation, the Incident Commander will immediately take steps to assess the situation, activate the Safety Team and contact the Principal and call 911 if directed by the Principal.

### **Responses to Acts of Violence**

When a student engages in behavior that poses a substantial risk of serious injury to the student or others, schools must determine the appropriate way to manage the behavior and consider whether the situation can be safely de-escalated by school staff as set forth below. In such situations, the following procedures must be followed:

1. The Campus Director/designee must be notified of the situation and must attempt to reach the parent.
2. Every effort must be made by responding school staff to safely de-escalate the behavior where possible using strategies and interventions for addressing a behavioral crisis.
3. If the classroom teacher or the responding staff member is unable to de-escalate the behavior, the teacher/staff member should seek assistance from other appropriate staff and resources including the Principal, the Assistant Principal, or a member of Safety Leadership Team.
4. Where a student's behavior poses an imminent and substantial risk of serious injury to himself or others and the situation cannot be safely addressed by school staff or the support services set forth above, the principal must call 911. In such situations where it is not practicable to contact the principal, the responding staff member/School Safety Agent must call 911 and immediately thereafter notify the principal.

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

ADS has established policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves, which include suicide.

All threats of violence are taken seriously at ADS. Threats of violence from children will be reported to the parent, police and/or ACS based on the situation and appropriateness as determined by the Principal, Assistant Principal, and Business Operations Manager. The Principal will take appropriate follow up actions. Threats of violence from adults will be reported to the police.

All threats of suicide are considered serious. In emergency situations, call 911. Staff must follow up with the person that heard or learned of the threat and gather details. A member of the School Leadership Team should notify the School Manager, the school psychologist for risk assessment, and the parents or guardians of the student. School staff will encourage parents to call 911 (if the school has not already called 911) or to take the student to ER for risk assessment. School staff will provide parents with mental health resources including referrals and mental health contact numbers.



These procedures will be followed in other identified emergency situations:

#### **A. Hostage**

1. Notify Principal and call 911
2. Follow the Intruder Procedure.
3. Floor Wardens appointed to each floor should assist in the evacuation.
4. Evacuate the premises following Egress Routes on the back of each room door.
5. Identify means of communicating with perpetrator(s), e.g. telephone, PAX Phone or PA system.
6. Identify location, number and extent of injury. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
7. Incident Commander will notify respective supervisors and arriving agencies, with pertinent and vital information.
8. If the building can not be re-entered, evacuated students and staff with attendance information are to be directed to the evacuation location.
9. If the building can not be re-entered, the transportation vendor must be notified, in addition to the parents/guardians, for those children who take the bus home. For those children who are picked up from school, the parents/guardians must 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.

#### **B. Bomb Threat/Suspicious Package**

1. If a suspicious package is observed, DO NOT TOUCH.
2. Notify Principal and call 911
3. Incident Commander will notify staff by telephone, walkie-talkie or runner alerting them to situation.
4. Decision to evacuate to be made by Incident Commander in consultation with Principal or School Director
5. Floor Wardens appointed to each floor should assist in the evacuation.
6. Evacuate the premises following Egress Routes on the back of each room door.
7. No transmissions to 911 via radio (walkie-talkie) or cell/mobile telephone. All notifications must be made by regular land lines.
8. Identify location, number and extent of injury. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
9. No one is to re-enter the building/affected area without authorization from the appropriate agency.
10. If the building can not be re-entered, evacuated students and staff are to be sent with attendance information to the Evacuation Location.
11. If the building can not be re-entered, the transportation vendor must be notified, in addition to the parents/guardians, 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.
12. Assure that the following Bomb Threat Checklist is completed at an appropriate time.

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

1. Notify Principal and call 911.
2. Incident Commander will notify staff by telephone, walkie-talkie or runner alerting them to situation.

3. Decision to evacuate to be made by Incident Commander in consultation with the school Principal or School Director
  - a. Floor Wardens appointed to each floor should assist in the evacuation with the exception of the contaminated area.
  - b. Evacuate the premises following Egress Routes or as otherwise directed by the Incident Commander.
  - c. Floor Plans are to be readily available in the Principal or School Director's office.
4. Identify location, number and extent of injury. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
5. No one is to re-enter the building/affected area without authorization from the appropriate agency.
6. If the building can not be re-entered, evacuated students and staff are to be sent with attendance information to the evacuation location.
7. If the building can not be re-entered, the transportation vendor must be notified, in addition to the parents/guardians, for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the evacuation location for pickup.

#### **D. Shooting**

1. Notify Principal and call 911
2. Follow the Intruder Procedures.
3. Decision to evacuate to be made by Incident Commander in consultation with the Principal or School Director
  - a. Floor Wardens appointed to each floor should assist in the evacuation.
  - b. Evacuate the premises following the Egress Routes.
  - c. Evacuated students and staff with attendance information are to be directed to the Evacuation Location if the building can not be re-entered.
  - d. Floor Plans are to be readily available in the Principal or School Director's office.
  - e.
4. Identify means of communicating with perpetrator(s), e.g., telephone, PAX Phone or PA system.
5. Identify location and number of shooter(s). If possible identify the number and names of the shooter(s). If possible retrieve the parent/guardian information of the shooter(s) with home contact numbers.
6. Identify location, number and extent of injury. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
7. Incident Commander will notify their respective supervisors and arriving agencies, with pertinent and vital information.
8. If the building can not be re-entered, evacuated students and staff with attendance information are to be directed to the evacuation location.
9. If the building can not be re-entered, the transportation vendor must be notified, in addition to the parents/guardians, 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.

#### **E. Kidnapping**

1. Check the Emergency Contact to ensure that only the legal guardian is taking the student out of the building.
2. Notify Principal and call 911
3. Call parent/guardian contact to ensure that the student is not with relatives or friends.
4. Follow Intruder Procedure if it is believed that the perpetrator might still be in the building.
5. Check attendance information for the student who is reported kidnapped.
6. Incident Commander will notify respective supervisors and arriving agencies with pertinent and vital information.

## **F. Fire Emergency**

Whoever locates the fire should activate the fire alarm and immediately notify the Campus Main Office.

1. The Incident Commander should immediately order the evacuation of the School, with each class exiting the Building by the Egress Routes and continuing to the Evacuation Location.
2. Call the Fire Department IMMEDIATELY.
3. Notify Principal and call 911
4. Incident Commander will notify respective supervisors and arriving agencies, with pertinent and vital information.
5. Identify location, number and extent of injury. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
6. No one is to re-enter the building without authorization from the appropriate agency.
7. If the building can not be re-entered, evacuated students and staff with attendance information are to be directed to the evacuation location.
8. If the building cannot be re-entered, the transportation vendor must be notified, in addition to the parents/guardians, 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.
9. The school Custodian/Custodian Engineer should do the following:
  - a. In coal-fired buildings, open all dampers to stack, cover fire with ashes, close ash pit and fire doors. Shut down air compressors, and bleed line to thermostats, maintain water level in boilers.
  - b. In oil-fired buildings, 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.
  - c. 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.
  - d. Close all fire doors. If you have fire retarding doors in your school, they should be closed manually. Do not wait for fusible links to melt. Drafts should be eliminated and the fire should be confined to one section.
  - e. When the fire is extinguished, recharge all used fire extinguishers immediately.

## **SECTION VI. EVACUATION**

### **A. Floor Wardens**

Those persons who are designated as Floor Wardens should be familiar with the School's Safety Plan, the location of exits and the location of any available fire alarm system.

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

In many cases, split second response is required to properly assess an emergency situation and to begin the evacuation process. The Principal will establish a means for checking the daily availability of personnel who are designated as Floor Wardens and provide for a means for designation of substitutes.

The Principal has designated the following persons, minimum of two (2), to act as School-level Wardens for the entire school/site:

**Middle School:**

Beatriz Banuelos  
School Director

**High School:**

Jesus Garcia  
School Director

The Floor Wardens are expected to disseminate information to the Principal and to aid in the orderly flow of traffic during rapid egress/emergency conditions.

**B. Accounting for Students and Staff**

At the time an evacuation is ordered by the Incident Commander, the head teacher in charge of any class or the head supervisor in charge of any group of students at lunch or recess shall be responsible for accounting for all of the students in that class or group and all staff attending to those students at that time. That teacher or supervisor shall report to the Professional Development Coordinator as to whether all of the students and staff within her/his responsibility have arrived safely to the evacuation location.

The Professional Development Coordinator shall bring attendance records to the Evacuation Location and shall be responsible for ascertaining that all students and staff have arrived safely to the evacuation location.

**C. Emergency Egresses**

A primary and alternate leave route has been created for every room occupied by students and staff. This includes rooms that may be used intermittently throughout the day.

There are procedures that are followed prior to the decision to evacuate the School. Emergencies and procedures are to be dealt with as prescribed in the Safety Plan. The Egress and Alternate Egress routes are the manner in which the general population is to leave the building once the decision has been made, by the appropriate authorities, to evacuate the School.

#### **D. Evacuation Post Assignments**

Each classroom teacher will leave with and continue to supervise his/her assigned class. The following persons will report to a designated post to ensure complete evacuation of the area and report updated information to the school level Wardens.

#### **E. Evacuation Locations**

In the case of an emergency, students and staff from the school will be evacuated in keeping with the designated locations. These locations, where possible, will provide shelter to students and staff. They must also provide access for school administrators to communicate with families, school staff, law enforcement, and staff emergency contacts. Since the Principal might be at the Command Center with the emergency responders, a designee must be responsible for all students and staff at the evacuation site. This designee should be a staff member identified within the chain of command.

The primary and secondary evacuation sites are in close proximity to the main school site. It is possible however, in an emergency that affects not only your site, but also a neighborhood, district or borough, the primary and secondary location may be rendered unusable. In such a situation a third location has been identified.

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

There will be times when the appropriate response to a disaster may require that emergency responders direct that the school's students and staff remain within the School building. This process which is often referred to as "sheltering-in" may require the Incident Commander to identify a location(s) in the school where students and staff can congregate that is:

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

The determination that staff and 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 will be given particular directions as to where staff and students should be moved to (e.g. basement areas; gymnasium; in hallways) as well as the steps that need to be taken to ensure that the environment that students and staff are asked to move to, remains free from the dangers outside of the School building.

While the school is only mandated by law to conduct fire drills on a yearly basis, the School Safety Committee should discuss and develop plans to prepare students and staff for events that might require use of the "sheltering-in" concept.

### **SECTION VIII. FIRE DRILLS**

This plan addresses fire drill procedures and requirements and includes guidelines for school fire prevention safety. Plans for fire drills shall be prepared and information posted in conspicuous locations throughout the schools.

#### **A. Purpose**

The purpose of fire 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.

## **B. Frequency and Monitoring**

1. Legal Requirements:
  - a. The building-level Campus Director will hold no less than eight evacuation and four lockdown drills a year, 8 of which will be held prior to December 1st. Four of the required drills will be through the use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress. Drills will be conducted at different times of the school day.
  - b. In buildings in which summer school is conducted, at least two additional drills shall be conducted, one of which shall be held the first week of summer school.
2. A record and evaluation of each fire drill shall be maintained.
3. All fire drill reports completed by principals are to be entered into the school safety file.

## **C. Guidelines**

1. All students and staff in the school must obey fire drill signals and regulations.
2. Equal emphasis should be placed on evacuating the school in a quick and orderly fashion. No running or horseplay shall be tolerated.
3. Fire drills shall be conducted under varying circumstances at varying hours and at unannounced times to simulate actual emergency conditions. (For example, one exit should be blocked by closing off the exit area during the fire drill.)
4. 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.
5. Instructions involving fire drills and evacuation paths to be used shall be posted in every classroom, auditorium, and cafeteria.
6. Details of the school's fire drill 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.
7. Teachers shall bring with them attendance information to ensure the safe evacuation of all students.

## **D. Fire Safety**

1. All students and staff must be evacuated and the alarm sounded when an emergency arises or is suspected. The decision must be made immediately; investigation of the emergency should be made after everyone has safely left the building.
2. Teachers and all other school staff should receive an orientation session concerning fire safety. Orientation should be held cooperatively by the Principal and the Custodian/Custodian Engineer of the school at the beginning of each year. This meeting should be devoted to fire safety and an actual demonstration of fire fighting equipment should be included. Items to be covered at the meeting should include, but need not be limited to, the following:
  - a. Staff should familiarize themselves and be aware of methods of transmitting an alarm, including telephones, fire alarm boxes in the school building, and street fire alarm boxes.

Pull lever stations for the interior alarms are at various locations in the school building (generally near stairs or exits). These interior alarms do not transmit a signal to the Fire Department.

- b. Staff should be aware of the location and proper use of fire extinguishers and other fire fighting apparatus. The Principal must be certain that all school personnel know the location of the fire alarm signal boxes located in the school and know how to operate them.
  - c. Staff should be informed of regulations regarding flammable materials, stage settings, decorations, use of electrical equipment, chemical substances in laboratories, and other potential fire hazards.
  - d. All school staff and students should be completely familiar with fire exit drills and evacuation plans.
3. Building inspections shall be conducted daily by the Custodian/Custodian Engineer, with particular attention given to the presence of fire hazards, proper equipment, access to fire doors, and visibility of signs.
  4. All exit doors must be readily opened from the inside whenever the building is occupied. The chaining or padlocking of fire doors is a punishable violation of the Administrative and Fire Safety Codes.
  5. Signs prohibiting use of elevators during fire drills and emergencies shall be posted near elevators and shall provide information regarding stairway exits.

## **SECTION IX. RECOVERY FROM EMERGENCY**

The aftermath of a severe act of violence or other emergency can have a major effect on the well-being of students, school staff and the entire school community. Generally, the School-level Post-Incident Response Team will enlist the services of pre-identified in-building medical counselors and mental health experts. If in-building resources are inadequate or need to be supplemented, additional medical and mental health resources will be sought outside the building. The School-level Post-Incident Response Team has developed the following procedures for post-incident response:

### *Short Term Response*

- Providing mental health counseling for students and staff.
- Assuring School building security.
- Restoring the School to full operations.
- Providing a post-incident response critique.

### *Long Term Response*

- Providing mental health counseling (will monitor for post-traumatic stress behavior).
- Continue to assure School building security.
- Provide mitigation to help prevent recurrence and impact.

## **SECTION X. MEDICAL Safety INFORMATION**

### **A. Health Protocols**

Schools are often informed of health information regarding individual students in a variety of ways (parent/student verbal communications to teachers and other staff, review of health records, doctors'

notes, etc). Sometimes these health conditions may affect a student's participation in school activities (e.g., a cardiac condition) or may affect other Students/staff (e.g., a significant infection).

ADS will ensure the following is true regarding public health, medical health, and mental health:

- All staff members are trained in basic assessment of an emergency and are prepared to call 911.
- All staff members are trained in the prevention of the spreading of Communicable Diseases such as COVID-19.
- Select staff members such as staff in the Main Office, and Physical Education teachers, are trained in the administration of CPR/AED.
- Director of Operations or designee will ensure first aid kits will be located in the Main Office and that all needed materials are consistently purchased and in stock and that there is an AED on all floors.
- ADS Deans, Social Workers, Social Work interns, and School Counselors have been prepared to respond and are trained in trauma-informed practices.
- Director of Operations or designee will continue to report per city and state guidelines all relevant mandated health updates.
- School facility is prepared for response to these scenarios - the Dean's Office and Nurses Offices will be used as the emergency medical (e.g., first aid), public health, and mental health counseling services, and the Main Office and other designated office space will be used to coordinate with emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives.

### **Dissemination of Informative Materials**

ADS staff is trained to detect potentially violent behaviors during regular staff professional development days. Information related to detection is disseminated to families during the enrollment process, and also at regular Family and School Conference meetings. Clear expectations and information are provided to all students throughout the school year.