

# **Safe Schools Against Violence in Education**

## **CHARTER SCHOOL-WIDE SAFETY PLAN**

**JOHN V. LINDSAY WILDCAT CHARTER SCHOOL  
17 Battery Place  
New York, New York 10004**

**Adopted 2005  
Revised July 2022**

**Resource: Guidance Document for School Safety Plans, at the Student Support Services  
Team Internet site – [www.emsc.nysed.gov/sssf](http://www.emsc.nysed.gov/sssf)**

## TABLE OF CONTENTS

|            |  |           |
|------------|--|-----------|
| <b>I.</b>  | <b>Introduction</b>  | <b>3</b>  |
| <b>II.</b> | <b>Section I: General Considerations and Planning Guidelines</b> | <b>3</b>  |
|            | a. Purpose   | 3         |
|            | b. Identification of the School Team                             | 3         |
|            | c. Concepts of Operation   | 4         |
|            | d. Plan Review and Public Comment                                | 4         |
| <b>II.</b> | <b>Section II: Risk Reduction/Prevention and Intervention</b>    | <b>4</b>  |
|            | a. Prevention/Intervention Strategies                            | 4         |
|            | b. Early Detection of Potentially Violent Behaviors              | 7         |
|            | c. Hazard Detection  | 8         |
| <b>IV.</b> | <b>Section III: Response</b>                                     | <b>8</b>  |
|            | a. Notification and Activation                                   | 8         |
|            | b. Situational Responses   | 10        |
| <b>V.</b>  | <b>Section IV: Recovery</b>                                      | <b>19</b> |
|            | a. Charter School Support for its Building                       | 19        |
|            | b. Disaster Mental Health Services.                              | 20        |
| <b>VI.</b> | <b>Appendix</b>  |           |

## I. - Introduction

Emergencies and violent incidents in charter schools are critical issues that must be addressed in an expeditious and effective manner. Charter schools are required to develop a charter school-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the charter school with local and county resources in the event of such incidents or emergencies. This charter school-wide plan has been developed to be responsive to the needs of the school and consistent with the more detailed emergency response plan required at the school building level.

Charter schools stand at risk from a wide variety of acts of violence, as well as natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses risk reduction/ prevention, response, and recovery with respect to a variety of emergencies in the charter school.

The John V. Lindsay Wildcat Charter School supports the SAVE Legislation and has committed to full and active participation in the planning process. The Principal encourages and advocates on-going charter school-wide cooperation and support of Project SAVE.

## II. - Section I: General Considerations and Planning Guidelines

### A. Purpose

The John V. Lindsay Wildcat Charter School's Charter School-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Trustees, the Principal appointed a Charter School-Wide School Safety Team and charged it with the development and maintenance of the Charter School-Wide School Safety Plan.

### B. Identification of School Teams

**School Safety Team** – In accordance with Section 155.17(c) (13), the John V. Lindsay Wildcat Charter School's has created a Charter School-Wide School Safety Team consisting of representatives of the teachers, administrators, parents, school safety, and student personnel. As the school serves 9 - 12 children a student representative will be included. The members of the team, and their positions or affiliations are shown in **Table 1**. Team members were appointed at the August 2022 Board of Trustees meeting [Section 155.17(b)]. The first task of the Team was to develop the 2005 John V. Lindsay Wildcat Charter School's School-Wide Safety Plan [Section 155.17(b)].

| <b>Table 1 - Charter School-Wide School Safety and Emergency Response Team</b> |                        |                   |                   |
|--|------------------------|-------------------|-------------------|
| <b>NAME</b>  | <b>TITLE</b>           | <b>BUS. PHONE</b> | <b>HOME PHONE</b> |
| Ronald Tabano  | Principal              | 646-993-1850      | 718-224-4513      |
| Hanifah Mitchell   | Administration         | 646-993-1860      | 917-279-5498      |
| Michael Morene   | School Safety Officer  | 646-993-1856      | 718-346-1453      |
| Jason Weiss  | Teacher Representative | 646-993-1833      | 917-561-4822      |
| Dr. Elene Peters   | School Psychologist    | 646-993-1852      | 212-724-2105      |
| Pat Wong   | Senior Counselor       | 646-993-1855      | 718-458-1229      |

|                |                |              |              |
|----------------|----------------|--------------|--------------|
| Thomas Surillo | Head Custodian | 646-993-1833 | 646-210-5504 |
| TBD            | Student        |              |              |

### **C. Concept of Operations**

The Charter School-Wide School Safety Plan is directly linked to the School Emergency Response Plan. Protocols reflected in the Charter School-Wide School Safety Plan will guide the development and implementation of the School Emergency Response Plan.

The methodology used to develop the charter school-wide plan, involved the formation of the school safety plan development team. Team members used the sample plan in the “Guidance Document for School Safety Plans” for the plan’s structure then developed the key elements of the plan based upon the involvement of the community and student behavioral and community crime-incidence data.

In the event of an emergency or violent incident, the initial response to all emergencies at the charter school will be by the Principal, who will activate the School Emergency Response Team. Upon the activation of the Charter School Emergency Response Team, the Principal or his designee will notify, when appropriate, local emergency officials. City, County and State resources providers may be called to provide additional services.

### **D. Plan Review and Public Comment**

**Availability of the Safety Plan** - Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan was made available for public comment on July 15th, more than 30 days prior to its adoption, and a required public hearing was conducted on August 15<sup>th</sup>, 2022. The Board of Trustees adopted the plan at its August 18th, 2022 meeting.

The next annual review is scheduled for August 2023, and will be completed thereafter on or before September 1 of each year after its adoption by the Board of Trustees. A copy of the plan is available in the Principal’s office.

While linked to the Charter School-Wide School Safety Plan, School Emergency Response Plans will be confidential and will not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. Full copies of the Charter School-Wide School Safety Plan and any amendments have been submitted to the New York State Education Department within 30 days of adoption. The School Emergency Response Plan has been supplied to local police within 30 days of adoption.

## **III - Section II: Risk Reduction/Prevention and Intervention**

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence, or reduce the impact of such emergency should it occur.

**A. Prevention/Intervention Strategies** - The Charter School-Wide Plan includes strategies for improving communication among students, and between students and staff, and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer

mentoring, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing reporting mechanisms for school violence in accordance with Section 155.17(e) (1) (xvii).

- **Program initiatives**

A school wide culture that supports positive learning opportunities for all students is critical. This entails assessing special needs among students who behave inappropriately, referring them to appropriate services and interventions as needed, supporting the development of skills for future employment, and developing working relationships with parents, families and communities.

Young people have a variety of emotional needs, which they bring to school. Some of these needs may be met in school through encounters with peers and school staff, while others require proper assessment and referral to community services. If these needs are handled effectively, students are less likely to engage in negative behavior.

The school will use **Project Towards No Drug Abuse (Project TND)** <http://www.colorado.edu/cspv/blueprints/model/programs/TND.html>, an effective drug abuse prevention program that targets heterogeneous samples of high school-age youth. Reductions in cigarette smoking, alcohol use, marijuana use, hard drug use, and victimization have been revealed at one- and two-year follow-up periods. Skills training will be offered to students and staff, as appropriate, in social interaction, problem solving, coping, communication, resisting peer influence, substance abuse prevention, understanding values, respect for individual differences, countering bias, anger management, conflict resolution, and peer mediation. Instruction and skills training can be effectively combined using interactive and engaging learning strategies. A grade-level training matrix for student training will be developed the Principal and will be reviewed annually. A schedule of training opportunities will be communicated through building-level publications such as newsletters, and handbooks.

- **Training, Drills, and Exercises**

**Multi-Hazard Training** - In accordance with Section 155.17(e)(1) (xiv), the John V. Lindsay Wildcat Charter School will provide multi-hazard school training for instructional and non-instructional staff members and students through a combination of full-scale drills, tabletop exercises and staff development programs. Such training will include review of the Building Crisis Packet, available in each room at the beginning of the school year and/or at the time of hire by all instructional and non-instructional staff, including substitute staff. In addition, violence prevention and crisis intervention training will be provided to the instructional and non-instructional staff as part of the school's professional development plan program. Additional training may be required via workshops that provide instruction in relevant disciplines, such as proper restraint techniques and the de-escalation of violent incidents.

Increase of student awareness and preparedness will occur through the implementation of activities during Fire Prevention Week in the fall, and the week prior to the spring break. During those two weeks, all students will participate in classroom activities, one general assembly and receive portions of **Project TND** training.

The John V. Lindsay Wildcat Charter School employs a school safety officer who supervises the sign-in table, provides identifying badges to visitors, directs visitors to their destinations, monitors the visitor traffic in the building, and ensures that visitors sign out and return their badges upon leaving the building.

Working relationships with local police regarding the implementation of school safety and security have been established and will continue to be developed and strengthened.

**Review and Conduct of Drills** - In accordance Section 155.17(e)(1)(xv), the school shall hold and evaluate fire drills (12), emergency evacuation drills (2), intruder drills (2), and other drills as deemed necessary to ensure that all students, faculty members, and other staff are familiar with each drill so that it can be activated and accomplished quickly and efficiently. These drills will be held at regular as well as inopportune times, and will utilize a variety of blocked exits, as appropriate, to take care of almost any situation. Each member of the faculty shall take his/her attendance register or class record when a drill is conducted. Immediately upon arrival at a prescribed point, the faculty member shall check the students to see that all students are present. A report of absentees shall be made immediately to the Principal or his designee. Drills will involve and be coordinated by local emergency responders at the NYC 1<sup>st</sup>. Police Precinct. (212-334-0611)

The evaluation of all drills will be conducted after each and every drill. Evaluation records will be kept for each drill, including the times for the evacuation of the facility, in order to ascertain whether or not the drill is running in a timely manner and according to plan. Administrative staff and other observers will be placed to evaluate the student and staff participation in order to make recommendations for the improvement of these drills.

**Duties of Hall Monitors** - In accordance with Section 155.17(e)(1)(xviii), the John V. Lindsay Wildcat Charter School employs a school safety officer who supervises the sign-in table, provides identifying badges to visitors, directs visitors to their destinations, monitors the visitor traffic in the building, and ensures that visitors sign out and return their badges upon leaving the building.

The school safety office and teacher aides who serve in this capacity receive training from the Principal as to their duties at the beginning of each school year. The greeter's table is next to the office, minimizing the need for radio contact with the school office and the building administrator. The hiring and screening process for these employees is the same as for any other staff member, including teacher aides who do not serve in this capacity. The hiring and screening process, of course, does involve the mandatory fingerprint and criminal background check required of all employees.

Everyone in the facility, including other employees, instructors not in the regular classrooms, and visitors, must obey the instructions in the room or area they occupy when the alarm or notification is given.

- **Implementation of School Security**

**Building security procedures** - All visitors to the John V. Lindsay Wildcat Charter School will be required to sign in at the greeter's table at the main entrance of each school building. Anyone who is not a regular staff member or a student of the school will be considered a visitor. This

includes parents/relatives, contractors, vendors, delivery people, and others having business with school officials.

Upon signing in, the greeter will provide the visitor with a badge identifying the individual as a visitor. The visitor will wear the badge conspicuously during the visit. Upon leaving, the visitor will sign out at the greeter's table and return the visitor's badge to the greeter. The names of visitors who do not sign out and return the visitor's badge provided to them at check-in will be reported to the building principal as soon as possible.

Visitors, even though they have signed in and are wearing a visitor's badge, are not allowed to wander through the facilities. A staff member who observes a visitor who appears lost or who is otherwise walking through the building with no apparent purpose will address the visitor by asking, "Can I help you?" The staff member will then provide assistance in the form of directions or direct the visitor to the main office. If a staff member observes suspicious, threatening and/or otherwise inappropriate behavior, such behavior should be reported immediately to the main office for a response from the Principal or his designee. Student visitors from other schools, unless they have a specific reason and prior approval of the Principal or his designee, are not permitted to enter school buildings. Anyone who violates any provisions of the John V. Lindsay Wildcat Charter School Code of Conduct is subject to appropriate penalties, up to and including reprimand, ejection, arrest and/or criminal prosecution.

All exterior doors not routinely used for student or staff entrance will be secured so as to limit building access to the main entrance of each facility.

Procedures for maintaining the security of the facility, as well as procedures for radio use, will be regularly tested by the Principal or his designee.

- **Vital Educational Agency Information**

**Maintenance of vital information** - In accordance with Section 155.17(e)(1)(xx), the John V. Lindsay Wildcat Charter School collects and maintains vital educational information, including student enrollment, the number of staff, and teaching stations. The Principal assesses transportation needs. The school secretary maintains and updates listings of home and work telephone numbers for key personnel throughout the school. Data on student populations, number of staff, transportation needs and the business and home telephone numbers of key school officials is included in **Table 1 (See pg. 3)** and will be updated at least annually and more frequently as needed.

## **B. Early Detection of Potentially Violent Behaviors**

The early detection of potentially violent students will be facilitated through professional development offerings provided for the John V. Lindsay Wildcat Charter School staff.

**Dissemination of early detection information** - In accordance with Section 155.17(e)(1)(xiii), all teachers and non-instructional staff members were provided with School Violence Prevention training at the beginning of this school year. Updated training in this area will be provided annually hereafter. In addition, teacher aides who supervise students in non-academic areas, such as on playgrounds and in cafeterias are provided with conflict intervention training.

Conflict intervention training for teacher aides will be updated annually. **Project TND** provides all students with training in detecting and managing unwanted behaviors. The topic is introduced to parents at the first parents meeting in the fall, then through notices at Fire Prevention Week and the week prior to the spring break.

Before the end of the first week of each academic year, teachers will familiarize themselves with all available information and records about the regular education and/or special education program placement of every student in their class. Instructional and non-instructional staffs who are concerned about the behavior of a student will communicate with the Principal if the situation so warrants. The Principal will then communicate appropriate information to other staff members on a need-to-know basis. The staff member will proceed to work with that student on the basis of these consultations and information.

### **C. Hazard Identification**

**Hazard identification** - In accordance with Section 155.17(e)(1)(I), the John V. Lindsay Wildcat Charter School buildings have been evaluated for the location of potential hazards, both on and off school grounds. This hazard identification shall be updated at least once a year.

No Sites of Potential Emergency for the Areas surrounding the John V. Lindsay Wildcat Charter School buildings have been identified. The Emergency Response Plan, located in the School Office along includes the identification of hazardous roadways and intersections in proximity to each school building.

There are no storage facilities for hazardous chemicals adjacent to School facilities that have been identified by the New York State Department of Environmental Conservation.

## **IV. - Section III: Response**

Every emergency requires an appropriate response by school officials. Protocols can be found in the Emergency Response Plan (located in the school office), and the School Quick Reference Guide (provided to each employee at the beginning of the school year). The Communications outline will include the notification of the Principal, local fire, police and emergency services, as appropriate.

In the event of an emergency situation, the school will work with local government officials for obtaining advice and assistance. In an emergency, the Principal or his designee will contact the highest-ranking local government official in which the emergency situation has occurred. In addition, the school will contact the appropriate agencies (i.e. police departments, fire departments, the Red Cross, mental health providers, religious organizations, etc.) to obtain advice and assistance in the event of an emergency.

### **A. Notification and Activation (Internal and External Communications)**

**Contacting law enforcement officials** - In accordance with Section 155.17(e)(1)(vi), in the event of an emergency, such as a fire, choking, a heart attack, a display of weapons, a shooting or stabbing, or a traffic accident, anyone with access to an outside telephone line first will contact emergency services by dialing 911 and then will notify the Principal. In the event of a



pending emergency, the Principal will be notified first. The Principal or his designee then will contact emergency services, if appropriate, by dialing 911. He then will notify local law enforcement officials as the situation warrants. Local law enforcement agencies include the New York City Police at the 1<sup>st</sup>. Precinct (212- 334-0611). The Principal is the ICS designee.

The Emergency Response Team also will be notified at the beginning of the incident. The Principal can refer to the Emergency Response Plan and/or the Quick Reference Guide for the proper sequence for notification. After the initial response to the emergency, the sequence for official notification for the majority of incidents will be as follows:

- Principal of the School
- School Safety Officer

The Principal, before leaving the building for any reason will designate an individual administrator or other staff member to act in his place should an emergency occur. Building office staff will be informed of the name of the Principal's designee before he leaves the building.

The School Emergency Response Plan has been prepared in cooperation with the local authorities, local police agencies, and/or the New York State Police.

Information of severe weather such as, but not limited to, tornadoes, storms, and blizzards, as well as national emergencies and other emergencies which can be foretold, will be received in the Principal's office. The use of a NOAA Weather Radio will be used. A radio with battery backup will also be tuned to the Emergency Broadcast System.

**Contacting all educational agencies within the Charter School** – Section 157.17(e) (1) (xix). The John V. Lindsay Wildcat Charter School includes two campuses: 17 Battery Place, NY, NY 10004 (Grades 9-12) and 1239 Lafayette Ave, Bronx, NY. In the event of an emergency at the 17 Battery Place campus, the Principal will notify by telephone the chief administrator at the 1239 Lafayette Ave campus. When the emergency occurs or may occur at the 1239 Lafayette Ave campus, the chief administrator will notify by telephone the Wildcat Principal, Ronald Tabano.

**Contacting parents** – In accordance with Section 155.17(e)(1)(xi), it is the duty of the Principal or his designee to notify faculty, students, staff, parents, guardians, or persons in parental relation to students when it is necessary to respond to either internal or external situations. Notification of incidents will be made to the Principal's office, using the telephone and fax. The Principal or his designee will use the telephone to notify parents when an incident is stable and under control, using the telephone. For small group notification, a telephone will also be used. The NYC 1<sup>st</sup>. Police Precinct, (212- 334-0611), will also be notified, using the telephone.

Regardless of the nature of the incident, all inquiries from the media should be referred to the Principal's office. Staff training in the Charter School-Wide Safety Plan will emphasize this aspect of the communications protocol. Such inquiries will be addressed by the Principal or, in his absence, one of the School's available administrators or teachers.

In the event of a critical incident, the Principal and/or his designee will complete an incident report form in anticipation of contact by members of the media. The incident report will outline the date, time, location, and type of incident, and what agencies have been contacted. As time permits, a press release based upon the information contained within the incident report form will be developed and disseminated via fax, telephone, e-mail or in person to members of the media. For this purpose, an area media contacts list will be developed by the Principal.

Depending upon the nature of the critical incident, the charter school's attorneys will be contacted for on-site consultation, as appropriate. As already outlined in this plan, emergency service providers and local officials will already have been contacted as required.

When representatives of the media arrive at the site of the critical incident, the Principal or his designee will designate a location and format for meeting with them to provide an incident report and answer appropriate questions. The location will be determined by the Principal or his designee and will be dictated by the nature and location of the critical incident. Depending upon the nature of the incident, the media briefing area could be in the Principal's office, in the school building, outside one the school building, at a designated off-site command post, or adjacent to the off-campus incident site.

If it becomes necessary to close school before the regular closing time, such information will be announced and communicated to parents by administrators using the telephone.

Parents, guardians and persons in parental relation complete emergency contact cards at the beginning of each year. Names listed on the emergency contact sheet will be notified of the early dismissal by the Secretary and Office Aide via telephone. This could include informing a parent or other emergency contact members and/or riding a bus to a different-than-normal destination. Management of the emergency early dismissal process is the responsibility of the Principal and/or his designee. The Principal will remain at the school until all students are dismissed.

## **B. Situational Responses**

The appropriate responses for this section could include the use of the sheltering, lock down, evacuation or go home procedures, as outlined in the Emergency Preparedness Plan and/or the Charter School Quick Reference Plan. The Principal will maintain a log of all medical treatment provided to students or staff members. The Principal will file an incident report immediately after each emergency incident so that response protocols can be reviewed, assessed and modified as needed.

- **Multi-Hazard Response**

**Multi-hazard response** – In accordance with Section 155.17(e)(1)(xiv) and (xv), the John V. Lindsay Wildcat Charter School School-Wide Safety Plan includes the school's multi-hazard response plans, which are divided into five categories: Responses to (1) Civil Disturbances, (2) Environmental Problems, (3) Fire and Explosion, (4) Systems Failures, and (5) Medical Emergencies.

Emergency Response Plan development was guided by four principles: (a) holding action designed to contain the situation, (b) keeping children and staff isolated from the situation, (c) communication with the proper authorities; and finally, (4) restoring normal activities.

### **1. Responses to Civil Disturbances**

An emergency caused by an action, which requires an appropriate response by school officials. The following specific situations are covered in this section:

- Bomb Threat
- Hostage
- Intruder
- Kidnapped Person

The guiding principles for emergency planning are: holding action to contain the situation; keeping children away from the situation; communicating with the proper authorities; and finally, restoring normal activities. **If it becomes necessary to respond to civil disturbances, the Principal may rely on one of the following responses: shelter, lock down, and evacuation, go home.**

### **2. Responses to Environmental Problems**

An emergency caused by a naturally occurring or man-made environmental problem requires an appropriate response by school officials. The following specific situations or occurrences are addressed in this section:

- Air Pollution
- Drought
- Earthquake
- Flood
- Oil/Gasoline Spill
- Radiological Incident
- Storm – Snow / Ice / Wind / Hurricane
- Thunderstorm / Lightning Storm
- Tornado
- Toxic Material Spill
- Water Contamination

The guiding principles for response are protection of life first, then the preservation of property, including restoration to normal activities. The fire department, local police, State Emergency Management Office, Federal Emergency Management Office and/or environmental specialists will communicate, evaluate, and make the necessary arrangements with the Principal or his/her designee for control, clean up, remediation, and disposal of any materials, if needed.

**The appropriate responses for this section could include the use of sheltering, lock down, evacuation or go home protocols.**

### **3. Responses to Fire and Explosion**

A fire or explosion in a building, or even a false alarm, will interrupt and disrupt school building activities. The effects may be minor, as in the case of a false alarm, but could be significant, as in the case of a fire or explosion. Emergency guidelines, ranging from minor to major occurrences, are included in this section:

- False Fire Alarm
- Fire
- Explosion

In each case, the guiding principles for emergency planning are protection of life first, then preservation of property, including restoration of normal activities. **If it becomes necessary to respond to fire and/or explosion, the Principal may rely on one of the following responses: shelter, lock down, and evacuation, go home.**

#### **4. Responses to Systems Failure**

The failure of a building's structural or mechanical system will interrupt and disrupt normal building activities. A failure or malfunction may be minor, temporary in nature, and readily or easily corrected, or may be major, create emergency conditions, and involve extensive or extended corrective work. Emergency guidelines, ranging from minor to major occurrences, are included in this section for the following facility failures:

- Electrical Failure
- Energy Loss or Governmentally Imposed Fuel Shortage
- Heating System Failure (Loss of Heat)
- Roofing System Failure (Leak)
- Sewage System Failure
- Water System Failure
- Gas Leak
- Structural Failure

The guiding principles for emergency planning are the protection of life first, then the preservation of property, including restoration to normal activities. **If it becomes necessary to respond to a systems failure, the Principal may rely on one of the following responses: shelter, lock down, and evacuation, go home.**

#### **5. Responses to Medical Emergency**

A medical emergency is the result of a minor or major illness or injury to an individual(s) and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Emergency guidelines are included in this section for the following:

- Allergic Reaction
- Animal Bite
- Bleeding
- Blow to the Head
- Broken Bones

- Burns
- Choking
- Diabetic Shock
- Drowning
- Electric Shock
- Epidemic
- Epileptic Convulsions
- Food Poisoning
- Head Lice
- Heart Attack
- Respiratory Arrest
- School Bus Accident and/or Fire
- Shock
- Chemical/Toxic Exposure

The guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is the treatment that will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of a parent or legal guardian. An effective medical emergency program should be based on medically and educationally sound procedures. Some of the components of such a program are:

1. Signed instructions for emergencies from parents, and /or legal guardians should be available, including name and date of birth of the child; name, address and telephone number where one or both parents may be reached at home and at work; name, address, and telephone number of another person who has agreed to care for the child if the parent or guardian cannot be reached; name, address, and telephone number of the family physician (or Christian Science Practitioner), a list of medical problems, allergies, and daily medication needs, and any special condition which should require special handling. This information is requested of parents on the student emergency card.
2. The Principal will ensure that all school personnel and students are informed of the location of the school nurse. The telephone numbers of specific emergency services and individuals will be posted conspicuously near each telephone. These may include school physician, fire department, police, hospital, ambulance, poison control center, etc.
3. A list will be maintained by the Principal of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, allergy to bee stings, etc.
4. Written instructions in first aid procedures will be available to all school personnel. Each teacher should have a copy in his or her room for reference. Copies will be posted in the health office, food services area, maintenance department and administrative office.

**If it becomes necessary to respond to a medical emergency, the Principal may rely on one**

**of the following responses: shelter, lock down, and evacuation, go home.**

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

**Implied or Direct Threats** - In accordance with Section 155.17(e)(1)(iii), the John V. Lindsay Wildcat Charter School-Wide Safety Plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The John V. Lindsay Wildcat Charter School expects a high standard of behavior from its students, faculty and staff as well as visitors to the school facility and grounds. The school will enforce the John V. Lindsay Wildcat Charter School Code Of Conduct, which governs the behavior of all persons, whether or not their presence is authorized, upon any premises or property under the control of the school and used in its teaching, administration, and cultural, recreational, athletic and/or other programs and activities. A copy of the Code of Conduct is available in the main office of the school as well as in the school office.

In the event of an implied or direct threat of violence, the following protocol will be implemented:

1. The threat will be reported to the Principal or his designee, either directly or through a member of the school staff.
2. The Principal or his designee will immediately investigate the report of an implied or direct threat. Such investigation will involve interviewing witnesses to the threat, including students and/or staff, as appropriate to the nature of the threat.
3. The Principal will use the information collected during the initial investigation to make a determination as to the threat's degree of severity. Input from school-based mental health professionals, as well as the prior behavior of the individual implying or issuing the threat, will be considered in making this determination.
4. If the threat's degree of severity is determined to be minor, the individual implying or issuing the threat will be provided with a warning. If the individual is a student, his/her parent or guardian will be contacted by the Principal or his/her designee and will document the incident in a letter to the parent or guardian.
5. If the threat's degree of severity is determined to be major, the local law enforcement agency will be notified and asked for their assistance in completing the investigation and addressing the implied or direct threat. The student will be suspended from school for a period of time consistent with the school's Code of Conduct. Parent contact and written documentation will be implemented as for a minor threat.

[Any emergency caused by an action of an individual or individuals requires an appropriate response by school officials. Protocols can be found in the School Emergency Response Plan, and the Quick Reference Guide.] The communications outline will also include the notification of the Principal, and local fire, police and emergency services, as appropriate.

- **Responses to Acts of Violence**

**Response to acts of violence** - In accordance with Section 155.17(e)(1)(iv), the John V. Lindsay Wildcat Charter School has developed the following protocol In the event of an act of violence, It will be implemented through a four step sequence:

Steps 1 - The act of violence will be reported immediately to the Principal or his designee.

Step 2 - The Principal or his designee will respond immediately to the act of violence, depending upon the nature of the violent act, in a manner that attempts to ensure the safety of all students and adults in the building. Based upon the available information, this may include reporting to the location of the violent act and addressing the violent act, implementing efforts to isolate the individual if possible, as appropriate. It may also involve initiating the procedures for a building lockdown or “shelter in place” procedure and contacting area police agencies to request their assistance.

Step 3 - Once the area has been secured either by school or police personnel, depending upon the violent incident, the police personnel and/or the Principal or his designee will immediately investigate the act of violence. For the Principal or his designee, such investigation will involve interviewing witnesses to the act of violence, including students and/or staff, as appropriate to the nature of the violent incident.

Step 4 - If the individuals involved are students, their parents or guardians will be contacted by the Principal or his designee and will document the incident in a letter to the parent or guardian. The students will be suspended from school for a period of time consistent with the school’s Code of Conduct. In consultation with area police agencies, legal action against the individuals committing the act of violence may be pursued, depending upon the nature of the incident.

- **Response Protocols**

**Response protocols** - In accordance Section 155.17(e)(1)(xvi), the John V. Lindsay Wildcat Charter School has established protocols for responses to emergencies and will refer to the use of Incident System (ICS) procedures in response to acts of violence. The role of the Incident Commander is key and will be recognized in determining appropriate actions. General procedures could include:

- Determination of the level of threat
- Monitoring of the situation; adjustment of response with the initiation of early dismissal, sheltering or evacuation – as necessary.
- Contacting personnel at the NYC 1<sup>st</sup>. Police Precinct.

In the event of an emergency telephone call such as:

- Bomb Threat
- Fire emergency
- Hostage Situation
- Intruder
- Kidnapping

or other emergency received at the school, the individual providing the coverage at the desk or receiving the telephone call is to immediately contact the administrator in charge. Calls to the remainder of the chain of command should then commence:

➤ Principal

- **Emergency Agencies & Services Available in the Bronx**

**Arrangements for obtaining assistance** – In accordance with Section 155.17(e) (1) (vii), it has been determined that for **ALL EMERGENCIES**, dial **911**. This includes police, fire and ambulance. The Principal, or his designee will be the individual responsible for initiating contact.

**Advice and assistance** – In accordance with Section 155(e) (1) (viii), the Principal will begin by contacting personnel at the NYC 1<sup>st</sup>. Police Precinct. The Principal will also contact other available resource persons as needed by reached by Emergency Numbers, which are:

|   |     |          |
|---|-----|----------|
| <i>Chemtrec</i>   | 800 | 424-9300 |
| <i>National Response Center –Oil &amp; Toxic Chemical Spill</i> | 800 | 424-8802 |
| <i>Pesticide Service Center</i>                                 | 800 | 858-7378 |
| <i>American Red Cross</i>                                       | 800 | 564-0277 |
| <i>Poison Control Center</i>                                    | 800 | 336-6997 |
| <i>Domestic Violence / Child Abuse Hotline</i>                  | 800 | 942-6906 |
| <i>Suicide Hotline (adolescent)</i>                             | 800 | 621-4000 |
| <i>Teen Hotline / Help Line</i>                                 | 800 | 767-6336 |
| <i>Department of Environmental Conservation</i>                 | 800 | 457-7362 |
| <i>Gas Odors</i>  | 800 | 942-8274 |

**School resources for use in an emergency** – In accordance with Section 155.17(e) (1) (ix), the Wildcat Academy can use other resources. Those resources include:

- **The Wagner Hotel**
- **Stuyvesant High School**

**Procedures to coordinate resource use** - In accordance with Section 155.17(e)(1)(x) the John V. Lindsay Wildcat Charter School has prepared a listing of all resources available to the school is located in the Emergency Response Plan. This includes the emergency equipment available such as batteries, food supplies, water, fire extinguishers, etc. Emergencies requiring transportation, the school will contact The New York Transit Authority.

In the event of an emergency, phone numbers are listed for the Principal. In addition, in the event of an emergency, the Principal has been authorized to afford maximum protection that is reasonably attainable for all students, staff, and facilities. This includes the development and implementation of an emergency plan for the protection of all students, faculty and all buildings and grounds and the physical assets of the school.

The New York City Transit Authority is a major provider of student and adult transportation in



New York City.

The school building has a multi-purpose room that could be used for sheltering purposes. Food would have to be brought in from other sources for a prolonged period of time.

There is telephone communication throughout the building. The school office has hand-held radio communication. There are no generators located at the school. Therefore, electricity would be needed to run all building systems.

Notification to the Principal will allow all resources, facilities and vehicles to be allocated and used in the event of an emergency.

During certain conditions, the nature of the emergency may demand that classes be dismissed or cancelled. The nature of some events may include that students and staff be evacuated from the building. They will be transported and housed temporarily in the Wagner Hotel which is located at 2 West St. NYC, NY.

The following is the procedure to be implemented:

1. The Principal or his designee will make the decision to evacuate.
2. The Principal or his designee will notify the local police and fire departments, if and as appropriate.
3. The Principal will notify the appropriate official(s) at the off-campus alternative site(s).
4. Teachers will assemble students at the designated assembly site outside the evacuated school building.
5. Teachers/staff will be dispatched to the alternative site(s) to prepare receiving areas.
6. Teachers will walk students to the designated alternative site, take attendance, and report attendance to the Principal and his designee.
7. The Principal will notify the media and post the information on the Internet to inform the parents of the evacuation and the site location for student pickup

- **School Cancellation / Early Dismissal Plan**

**Response plans for school cancellation, dismissal, evacuation and sheltering** – In accordance with Section 155.17 (e) (1) (ii), the John V. Lindsay Wildcat Charter School has established responses for emergencies, including the cancellation of classes, early dismissal, evacuation, and sheltering.

- 1. Cancellation of Classes / Notification of “No School”**

If severe blizzard, heavy snow storm, ice conditions or flooding occur during the night which make driving hazardous, and such conditions are known by 6 AM, a “No School” announcement will be made. Responsibility for this decision and notification shall be the Principal and/or his designee. The Principal or the school secretary will call teachers to notify them of the cancellation. Teachers, in turn, call the parents of the children in their classes.

- 2. Dismissal During School Day**

If, during the school day, weather or another situation threatens and/or develops that would jeopardize the health and safety of the school children, the school may be closed earlier than the usual dismissal time. In that event, the parents and the bus company will be notified. Either parents or buses will transport the children to their after-school destinations in the usual afternoon dismissal order. Parents will then expect their children to arrive home before the regular arrival time.

- **Evacuation Procedures / Sheltering Sites (internal and external)**

In the case of tornado or national emergency, or other type of emergency requiring persons to stay in the building, the Principal shall initiate the necessary actions upon notification that his school is threatened. Students, faculty, and other employees at the school will go immediately to their designated stations previously assigned. During certain conditions, the nature of the emergency may demand that students and staff be evacuated from the facility. They will then be moved to and housed in another alternate location.

In certain circumstances, evacuation may mean only going outside, away from the building and waiting for danger to pass. The following is the procedure that will be followed:

1. The Principal or his designee will make the decision to “Evacuate”.
2. The Principal or his designee will notify the local police and fire departments and the Emergency Response Team, if and as appropriate.
3. If students are to be transported beyond walking distance, the Principal or his designee will notify The New York Bus Company for buses to transport children to the new destination.
4. The Principal will then evacuate the building.

5. Teachers will walk all students to Wagner Hotel.
6. Each member of the faculty shall take his/her attendance register.
7. Students will line up in an orderly fashion and attendance will be taken.
8. School personnel will be dispatched to the alternate site to prepare receiving areas.

## **EVACUATION SITE**

## **SHELTERING (PRIMARY/ALTERNATE)**

School

Wagner Hotel

The Principal will notify the area media to inform the parents of the evacuation, of the site location for student transportation or pick up, and of the timetable for dismissal. Upon arrival at the alternate site, students will be directed to a specific location. Each teacher will take attendance and forward the record to the Principal or his designee. If conditions permit, the children will be returned to the school for a normal dismissal.

- **Dismissal from the Alternate Site**

If parents arrive to pick up their children, they will give the name and grade of their child to the staff member assigned to monitor the entrance of the alternate site location and then be directed to the correct area for pick up. Buses will arrive at the alternate site location to transport children to their after-school destinations on a schedule to be determined by the situation requiring the evacuation. If the crisis persists past 2 P.M., children will have to wait for the normal dismissal schedule in order to be transported from the alternate site location.

At the alternate site location the Principal or his designee will be inspected to ensure all children have evacuated. Upon final building inspection, school personnel will be released by the Principal or his designee on a need basis.

## **V. - Section IV: Recovery**

Responses for different types of crises should be planned in advance and reviewed, updated, and practiced periodically. The chaos and panic created by certain situations cannot be effectively handled without a pre-established specific plan of action.

The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. The John V. Lindsay Wildcat Charter School administration will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

### **A. District Support for Buildings**

**Support for the building** – The John V. Lindsay Wildcat Charter School will support the Emergency Response Team in emergencies or disasters by providing financial and logistical assistance. The agency will also aid the team by interfacing with relevant regulatory agencies and the media.

## **B. Disaster Mental Health Services**

**Disaster Mental Health Services** - Following a serious act of violence or other disaster in the school, employees, counselors, students, police and other emergency respondents, witnesses, and the family of these individuals often suffer from stress-related ailments such as insomnia, depression, anger, headaches and ulcers. These conditions translate into higher rates of absenteeism and turnover, as well as reduced school and job performance. Much of this suffering and loss can be reduced if the affected individuals receive debriefings from experienced counselors 24 to 72 hours after the traumatic incident.

The John V. Lindsay Wildcat Charter School, under the direction of the Principal, will facilitate the coordination of disaster mental health resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.

At all times the School must maintain close cooperation with investigating authorities to facilitate completing investigations and minimizing complications.