



198 Varet St., Brooklyn, NY 11206

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<http://thewcs.org>

The Williamsburg Charter High School LEA

District Safety Plan

Academic Year 2024-2025

ATS: 84K473
School: Williamsburg Charter High School
Region: 8
Precinct: 090PCT PBBN

Address Information

Street Address: 198 Varet Street
City/State/Zip: Brooklyn, NY 11206

Telephone Information

Main Phone: (718) 782-9830
Fax Number: (718) 497-0476

Primary Contact Information

Site Admin: Ms. Valerie Jacobson
Custodian: Ms. Tamisha Johnson
Security Chief: Ms. Raymond James
SSP Contact: Ms. Valerie Jacobson

Work

(718) 782-9830
(718) 782-9830
(718) 782-9830
(718) 782-9830

Fax

(718) 497-0476
(718) 497-0476
(718) 497-0476
(718) 497-0476

Home

On File
On File
On File
On File

Are there any additional schools/programs/academies housed at this site?
Does this site have Limited Mobility Students enrolled?

No
No

The object of a school is to carry the child as far as possible in its knowledge of the accumulated wisdom of the world.

-W.E.B. Dubois

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It is the responsibility of the Facilities Manager, the Safety & Facilities Coordinator and the safety staff to work in conjunction with school administration to help maintain order and safety. A specific duty of the Facilities Manager and the Safety & Facilities Coordinator is to report any untoward incident to the Head of Operations and the Head of School. In the absence of the Facilities Manager, the second-in-command, i.e. Assistant Director of Safety (Safety & Facilities Coordinator) will assume this responsibility. In emergencies, the Facilities Manager has the authority to alter assignments as the needs of the building change.

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Main Building

Address Information

Street Address: 198 Varet St.
City/State/Zip: Brooklyn, NY 11206

Telephone Information

Main Telephone: (718) 782-9830

Accessibility

The program accessibility is All Floors.

Elevator Information

Does this building have elevators? Yes

Escalator Information

Does this building have escalators? No

NOTE: All hazardous materials should be kept in an appropriate area that is locked, isolated and properly ventilated

Section 3	Other Facilities Information	3.1
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Transportables

Does this site have transportables or temporary structures? No

Cafeterias/Lunchrooms

Does this site have cafeterias? Yes

Section 4 Critical Security Notifications and Offices**4.1**

Individual phone numbers to the Local Precinct, NYPD/School Safety Division Borough Commands, fire house and hospitals should be gathered and posted in various areas of the building (i.e. Principals/Secretary's office, Deans office, Guidance Counselor's office, NYPD School Safety Agents office).

New York City Department of Education Contacts

Regional Superintendent	(718) 935-3900
Senior Counselor, Office of School Intervention and Development	(212) 374-5090
Emergency Information Center (EIC)	(718) 935-3210
Office of Special Investigations	(212) 374-5900
Office of Pupil Transportation	(718) 729-6100
Division of School Facilities	(718) 349-5799

New York City Police Department- School Safety- N/A

New York City Police Department - Precinct Contact

Precinct

090 PCT PBBN	(718) 963-5311
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New York City and New York State Agencies

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

311 Government and Information Services Hotline

311 School Designee (Valerie Jacobson)	(718) 782-9830
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School Safety Plan Technical Hotline

N/A

Section 5 School/Program/Academy Information 5.1

School Information (Primary Host) - Main School

ATS Code: 84K473

[Redacted]
Phone: (718)782-9830
Fax: 718-497-0476
[Redacted]

Regional Superintendent: N/A
Principal: Ms. Valerie Jacobson
LIS: N/A

From: 7:15 am
To: 3:55 pm
[Redacted]

[Redacted]
Teachers: 61
Paras: 1
School Aides: 0
Supervisors/Administrators: 8
Secretaries: 1
Other: 59
Total: 130

From: 08/26/2024
To: 06/27/2025

[Redacted]	[Redacted]
LYFE Center	N/A
Ninth Grade	113
Tenth Grade	185
Eleventh Grade	262
Twelfth Grade	243
Total:	803

This school Personnel Capacity is 1350.
The school is utilizing 78% of its capacity.

How many floors of the building does this school/program/academy use? 8

[Redacted]

UFT Chapter Leader N/A
Head of Operations
Ms. Valerie Jacobson
PA. President
Ms. Monique Bowens
Parent Coordinator
Ms. Melody Pink

Section 5 School/Program/Academy Information 5.2

School Information (Primary Host) - Main School

Chain of Command

The Chain of Command is a listing of school personnel, who in sequence, are in charge of the school in the absence of the Head of School/Site Administrator. Each of the designated staff members should be knowledgeable about the safety plan and be able to assume a leadership role when called upon. Personnel named should be Assistant Principals. Teachers and/or deans may be identified as needed. The home phone numbers for each member in the above Chain of Command must also be on file with their respective Superintendent and Principal.

Class Schedule

Section 5 School/Program/Academy Information 5.3

School Information on Schedules will be kept at each school.

Additional School Activities

Does this school/program/academy have any additional school activities? Yes

Section 5 School/Program/Academy Information 5.5

School Information (Primary Host) - Main School

Pool Use

Does this school/program/academy use the site's pool? N/A

Automatic External Defibrillator (AED) Information

Contact Information

Arnato, Paul pamato@nycboe.net (718) 782-2527

Trained responders will be summoned to an AED emergency by the following procedure:

Signal the following people- All trained AED Emergency Assistance Members will be summoned by intercom. Nurse will be alerted, responder in charge (first on scene) will assign staff to contact parent and call 911 to summon an ambulance. Intercom system and walkie talkie units will be used as needed.

AED Units and Locations

BIOF 02833 Room 110
 BIOF 03016 Elevator Lobby 3
 BIOF 03084 Elevator Lobby 5
 BIOF 03486 Elevator Lobby 7

AED Trained Responders

Every school has at least 3 trained responders, with annual trainings and renewals.

Section 6 Non-instructional Offices & Organizations 6.1

Community Based Organizations

Information about CBOs will be kept at each School.

Any school that is functionally, partially or 1st floor accessible that is used to provide sole accessibility to a particular program or activity within a Region, as represented in the 1998 Program Accessibility Plan of the Department of Education of the City of New York (and as updated in the "List of Accessible Schools maintained on the DOE website), can have limited mobility students assigned to that school at any given time.

Any school that has been identified as functionally, partially or 1st floor accessible must complete this section. In addition, any school that has one or more students with limited mobility must have a plan in place to ensure the safe evacuation of those students. In developing school-specific procedures, building principals are encouraged to consult with their respective New York City Fire Department local battalions and with the NYPD/School Safety Division.

Some accessible schools do not have limited mobility students in attendance. However, since limited mobility students may be assigned to an accessible school at any time, these schools must establish safety evacuation procedures for limited mobility students. Recognizing that such schools cannot complete the student specific aspects of planning, these schools are required to complete those aspects of the plan that are not student-specific, i.e., to identify the location where program and schedule information will be posted, the indoor areas on each floor (by type) or the outdoor areas to which limited mobility students will be removed in the event of an evacuation.

Conversely, limited mobility students occasionally attend schools that are not accessible. It is similarly imperative that these schools have safety evacuation procedures in place for these students.

In developing school-specific procedures, building principals are encouraged to consult with their respective New York City Fire Department local battalions and with the NYPD/School Safety Division.

Section 7 Safety Evacuation Procedures for Limited Mobility Students 7.2

“Safety Evacuation Procedures for Limited Mobility Students must be established at each of these sites.

Special Note: The Head of School/designee must notify the parents/guardians of all limited mobility students named in this section of the information regarding evacuation procedures for their children.

Safety Evacuation Procedures for Limited Mobility Students” must include the following components:

1. The name of the immediate individual who has the overall responsibility for ensuring that all limited mobility students are evacuated, contacts made with the responders, and accounting for all students.

2. A list of limited mobility students enrolled in the school.

In an emergency, each of these students will require evacuation to one of the following:

a) another area inside the building which may only be:

- i. A FDNY approved “Holding Room” or
- ii. A “Fire Rescue Area” (for sprinkler-equipped buildings only), or
- iii. An Area of Rescue Assistance’, or

b) an area outside the building that is consistent with the procedures for evacuation of the general school population;

3. A program schedule specifying where the limited mobility students are at any given time during the day;

4. Attendance procedures so that each limited mobility student in attendance on any given day can be accounted for during an emergency;

5. The names of individual staff persons and back-up staff responsible for the safe evacuation of all students by ensuring that each is safely removed to:

1) a holding room, or 2) a fire rescue area, or 3) an area of rescue assistance, or are safely evacuated from the building;

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

6. The designation/location of such rooms or areas, including egress routes from the building and predetermined evacuation areas outside of the building, where applicable.

Section 7 Safety Evacuation Procedures for Limited Mobility Students 7.3

Pursuant to a new federal court ruling, even if you do not have limited mobility students enrolled in your school at this time, but your site is 1st Floor, Partial or Functionally Accessible, your site must have a plan in place in order to accommodate a limited mobility student at a future point in time.

Does your site have any limited mobility students enrolled? No
 Pursuant to requirements, in the event that the school enrolls limited mobility students, each floor has a floor captain that is assigned to make sure all rooms are clear in the event of an emergency. This floor captain will sweep the floor and then make a last check of the designated "Areas of rescue assistance". There are two areas of rescue assistance on each floor, adjacent to staircase A and staircase C. In addition to these sweeps, each area of rescue assistance has a help button that signals someone is waiting for assistance and in exactly what location so help can be sent in the event it is needed.

Health Protocols

1. 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, doctor's 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).

Each school will have one person who is responsible for receiving all information about students is:

2. Because health information may require some interpretation and consultation with health professionals, it is best reviewed by a nurse, administrative staff, or other trained staff, in consultation with medical professionals. Each school designates one person who is responsible for reviewing this information about health conditions, and consulting with health persons as appropriate (This may be the same person as above).

3. Each school designates one person who is responsible for implementing health recommendations (e.g. activity restrictions, public health investigations, informational letters to parents, etc) once information is obtained by the above person.

4. Youngsters with Special Needs

Excluding those students listed on the LMS Roster, please list medically fragile students with significant health issues that will require assistance in the event of an emergency. Students listed should be identified by the school nurse (or other senior health staff) in consultation with the principal.

Section 8 Medical Emergency Response Information

8.1

**Health Resources -
Personnel**

- 1A. Each school identifies staff who are responsible at the school daily for school health services.
- 2A. Each school identifies and trains at least annually mental health staff (guidance, social worker, psychologist, psychiatrists) available on site daily
- B. Some mental health staff (guidance, social worker, psychologist, psychiatrists) may be available on site part-time.
3. Each school identifies a site administrator for issues of exposures to blood borne pathogens, etc.

Supplies are available from the DOH

1. All staff are trained annually and within 30 days of hire on emergency readiness procedures, code of conduct, complaint, discipline and social emotional supports and interventions. At least 3 staff are trained in CPR/Heimlich.
 2. At least 1 staff is trained to administer an epi-pen in case of anaphylaxis.
 3. Refer to Section 5 for AED information.
 4. Each school trains staff on the room number of the medical room
 5. Each school identifies whether medical supplies (e.g. medication, first aid supplies, diabetes monitoring supplies, epi-pens for anaphylaxis, etc) kept in a room other than the medical room.
Each school identifies who, other than the nurse or other school health staff has access to this medical equipment in case of an emergency.
 6. Each school identifies where is the Emergency Medical Bag kept?
 7. As part of Universal/Standard Precautions, schools identify whether they have gloves available and if so, where they are kept.
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Site Entry Information

Each school ensures safe visitor, staff, and student entry and exit procedures and keeps such procedures as part of their annually reviewed safety plan.

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Visitor Control Procedure

Each Head of School, or head of the facility, has the overall responsibility and authority to regulate admission of visitors and oversee their conduct while in the school or on school property. The principal also has authority to grant or deny a visitor's request to enter the school. Such decisions should be reasonable and consistent with the needs of the school, its safety, and the right of the public to visit the school.

Circular #4 has been eliminated. Please do not reference this circular in your plan.

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

1. The NYPD School Safety Division will assign a School Safety Agent (S.S.A) to the main entrance. When a school's S.S.A. has not been assigned there, the Principal shall designate an appropriate alternative person to be stationed at the school's main entrance. This person will follow the same visitor control procedures that the S.S.A. must perform. The main entrance must be covered by a S.S.A or other appropriate staff person from the time the Custodian opens the building until the end of the school day.

2. A visitor entering the building will be required to provide at least one (1) item of valid photo identification (e.g. Driver's License). The S.S.A. or the staff member on duty at the main entrance will record the date, time, name and destination of the visitor in the Log Book. All visitors are required to sign their name next to the entry made by the S.S.A. or staff person on duty. Log books must be maintained at the site for a period of three years. Signs should be 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. Signs in the school pertaining to visitor access must be posted in all covered languages as defined in Chancellor's Regulation A-663.

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

4. The visitor shall then be given a pass to the general office. At the general office visitors will be issued a second pass should they be going to other areas in the facility. Before issuing that second pass, the general office staff must confirm with the appropriate party that the visitor is expected.

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

6. The S.S.A. or staff person should make a periodic check of the Log Book to ensure that no one remains in the building for an unauthorized period of time. In such instance, it should be verified if the visitor(s) is still in the building.

Section 9 Procedures & Assignments 9.3

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

NOTE-In our facility all visitors are screened for I.D. and the reason of their visit. They sign in and are logged. As an additional precaution, all visitors are escorted at all times while in the facility, unless they are previously cleared, and are authorized by the facility director, Safety & Facilities Manager and or principal to walk freely in the school. All visitors are also given a pass that says what floor they are authorized to visit.

Section 9 Procedures & Assignments 9.4

8. Visitors who violate procedures regarding visits to schools, whose conduct jeopardizes the safety of students and staff, or interferes with programs in the school or endangers property are subject to immediate removal from the school by order of the Head of School and possible arrest.

9. It is incumbent upon staff to be aware of visitors that do not have an appropriate pass for a designated area or have no visitor's pass at all. Where feasible, staff should approach such persons and request that they return to the Main Office. Staff should then notify the Head of School and the NYPD/SSA of the situation.

Section 9 Procedures & Assignments

9.5

Intruder Procedures

If an intruder is discovered in the building, a coded PA system ALERT will notify the staff. The ALERT is:

Soft Lock Down
Hard Lock Down

Note: This message must not alert the intruder that he/she has been discovered. Only the staff should recognize the message. If the intruder realizes that he/she has been discovered it may cause panic and escalate the situation. DO NOT USE: "THERE IS AN INTRUDER IN THE BUILDING"

"CODE BLUE" is the universal notification code for AED emergencies and should not be used for intruder procedures.

In response to this announcement the following steps will be taken immediately:

1. Any students in the hallway will be taken to nearest classroom by school personnel.
2. All teachers will lock their classroom doors and will not issue any passes.
3. The Principal, and the following individuals will conduct a building sweep to locate the intruder.

The following additional procedures are also in use:

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. The ALL CLEAR message is:

ALL CLEAR

In the event that the Building PA system is inoperative the following procedure will be in effect:
We will be using walkie-talkies

Closing Procedures

After the dismissal of the final program in operation within the building and upon departure of administrative personnel, the Security Team should conduct a total building sweep to ensure that conditions are safe and secure and all students have evacuated the building.

Each floor has a captain that is assigned to clear there floor. When they clear their floor they report to the Safety & Facilities Manager that all is clear. The Safety & Facilities Manager then alerts the Head of Operations and a final check is done with the facility coordinator, who then agree to call an all clear.

Emergency Situations and Procedures

PROTOCOLS FOR RESPONSES TO DISASTERS AND EMERGENCIES.

In accordance with applicable laws, the district schools will conduct the requisite number of drills annually. All such drills will be conducted in a trauma-informed and age-appropriate manner, as well as giving notice as required by law for such drills. The key to handling a crisis, disaster or emergency at the school level, is to have plans and protocols in place that are regularly practiced by administrators, staff and students.

This section will outline 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 examples of the full range of events that your 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, you may be asked to evacuate your school and bring your students and staff 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, you may be asked to keep your students and staff in school to avoid the outside dangers.

In every disaster situation, you should take steps to immediately assess the situation, activate your emergency response team and contact the New York City Police Department (NYPD) and/or the New York City Fire Department (FDNY) as soon as practicable. Through our recent collaborations with these agencies and the Mayor's Office of Emergency

Management (OEM), we have developed protocols that will ensure that emergency responders from one, if not all of these agencies will be on site minutes after a disaster.

To assist in your emergency planning, we will be providing you with web based scenarios that simulate disasters and emergencies. Through the use of these scenarios, school administrators and staff will be able to put existing protocols into practice as well as establish a process that will engage the entire school community in disaster planning and response.

These procedures should be followed in the identified emergency situations:

A. Hostage

1. Notification to Head of School/designee, Regional Superintendent, LIS,RSA and the NYPD SSA.
2. Follow the Intruder Procedure" as outlined in the School Safety Plan.
3. Decision to evacuate to be made by Head of School in consultation with NYPD SSD.
4. Notify the Emergency Information Center (EIC) (718) 935-3210.
5. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
6. Evacuate the premises following Egress Route(s) outlined in the School Safety Plan.
7. Floor Plans are to be readily available in the Head of School's Office, Attendance Office, Custodians Office, Security Office and Neighboring School(s).
8. Identify means of communicating with Perpetrator(s) e.g. Telephone, PAX Phone or PA system.
9. If the building can not be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in the Safety Plan.

10. Identify location, number and extent of injured. If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary.
11. SSA / Principal will notify respective Supervisors and arriving agencies, with pertinent and vital information.

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12. If the building can not be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.
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Section 9 Procedures & Assignments

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

1. If a suspicious package is observed, DO NOT TOUCH.
 2. Notification to Head of School/designee, Regional Superintendent, LIS,RSA and the NYPD SSA.
 3. PA system or Fire Drill Bell Notification, to staff alerting them of situation.
 4. Decision to evacuate to be made by Head of School in consultation with NYPD SSO.
 5. Notify the Emergency Information Center (EIC) (718) 935-3210.
 6. Transmissions to 911 should be made via a regular telephone land line only. (DO NOT USE radios (walkie or Cell/Mobile Telephones to contact 911.)
 7. Identify location, number and extent of injured. If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary.
 8. If the building can not be re-entered, evacuated students and staff are to be sent to the Evacuation Location with attendance information as prescribed in the School Safety Plan.
 9. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
 10. S.S.A.s will secure the area affected.
 11. No one is to re-enter the building/affected area without authorization from appropriate agency.
 12. If the building can not be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.
 13. Assure that the enclosed Bomb Threat Checklist is completed at an appropriate time.
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Section 9 Procedures & Assignments

9.9

C. Hazmat (Hazardous Material/Building Collapse/Explosion)

1. Notification to Head of School/designee, Regional Superintendent, LIS,RSA and the NYPD SSA.
2. PA system or Fire Drill Bell Notification to staff alerting them of situation.
3. Evacuation of students and staff, as needed, to the Evacuation Location with attendance information as prescribed in the School Safety Plan.
4. Notify the Emergency Information Center (EIC) (718) 935-3210.
5. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation with the exception of the contaminated area.
6. SSA's will secure the area affected.
7. Identify location, number and extent of injured, If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary.
8. No one is to re-enter the building/affected area without authorization from appropriate agency.
9. If the building can not be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

D. Shooting

1. Notification to Head of School/designee, Regional Superintendent, LIS,RSA and the NYPD SSA.
2. Follow the "Intruder Procedures" as outlined in the School Safety Plan.
3. Decision to evacuate to be made by Head of School in consultation with NYPD/SSD.
4. Notify the Emergency Information Center (EIC) (718) 935-3210.
5. Evacuate the premises following the Egress Route(s) outlined in the School Safety Plan.
6. Evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in the School Safety Plan if the building can not be re-entered.
7. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
8. Floor Plans are to be readily available in the Head of School's Office, Library, Custodian's Office, Security Office and Neighboring School(s).
9. Identify means of communicating with perpetrator(s) e.g. Telephone, Pax Phone or PA system.
10. Identify location of shooter(s). If possible identify the number and names of shooter(s). If possible retrieve the pedigree of shooter(s) with home contact numbers.
11. Identify location, number and extent of injured. If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary.
12. SA and Head of School will notify their respective Supervisors and arriving agencies, with pertinent and vital information.
13. If the building can not be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

E. Kidnapping

1. Check Emergency Contact card to ensure that only the legal guardian is taking the student out of the building.
2. Notification to Head of School/designee, Regional Superintendent, LIS, RSA and the NYPD SSA.
3. Make parental/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. Notify the Emergency Information Center (EIC) (718) 935-3210.
7. SSA/Principal will notify respective Supervisors and arriving agencies with pertinent and vital information.
8. Contact NYPO/SSD Operations Center at (718) 730-8588 with the information.

Section 9 Procedures & Assignments**9.10****F. Fire Emergency**

Whoever locates the fire should activate the fire alarm and immediately notify the school's main office and the NYPD SSA of the location of the fire.

1. The Principal/Designee should implement the fire evacuation plan immediately.
2. Call the Fire Department IMMEDIATELY.
3. Notify the Emergency Information Center (EIC) (718) 935-3210.
4. SSA I Head of School will notify respective Supervisors and arriving agencies, with pertinent and vital information.
5. Identify location, number and extent of injured. If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary.
6. No one is to re-enter the building without authorization from appropriate agency.
7. If the building can not be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in the Safety Plan.
8. If the building can not be re-entered, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.
9. The school Custodian/Custodian Engineer should do the following:
 - a. In oil-fired plants, shut down all oil burner equipment using switches on oil burner control board, or remote control switch. Close suction line valves closest to oil tanks. Leave dampers open. Shut
 - b. 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 would be eliminated and the fire should be confined to
 - e. one section.
 - f. When the fire is extinguished, recharge all used fire extinguishers immediately.

G. Fire Drills

Our mutual concern for the safety of our students underscores the need for schools and districts to develop programs for fire safety and prevention. These regulations address fire drill procedures and requirements and include guidelines for school fire prevention safety. Frequent unannounced drills with proper leadership and discipline help ensure safe evacuation in the event of an actual emergency. Plans for Fire Drills should be prepared and information posted in conspicuous locations throughout the schools.

1. 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.

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2. Frequency and Monitoring

- a. i. AS REQUIRED BY STATE LAW, THE PRINCIPAL SHALL HOLD FIRE DRILLS NO LESS THAN TWELVE TIMES IN EACH SCHOOL YEAR, EIGHT OF WHICH SHALL BE HELD PRIOR TO DECEMBER FIRST. Neglect by a Principal, or other person in charge, to comply with the above requirements is a misdemeanor punishable by a fine and/or imprisonment.
- ii. In buildings with fire escapes, at least four of the drills shall include the use of such escapes.
- iii. 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.
- b. A record and evaluation of each fire drill shall be maintained.
- c. All fire drill reports completed by Heads of School are to be entered in the DOE online Fire Drill data entry page.

NOTE: (In a Campus setting or in a school that hosts other programs, the building/host principal is responsible for entering drills for the campus/school.)

3. Guidelines

- a. All students and staff in the school must obey fire drill signals and regulations.
- b. Equal emphasis should be placed on evacuating the school in a quick and orderly fashion. No running or horseplay shall be tolerated.
- c. 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 dosing off the exit area during the fire drill.)
- d. 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.
- e. Instructions involving fire drills and evacuation paths to be used shall be posted in every classroom, auditorium, and cafeteria. (Note: Fire Drill Posters—25 per package—can be obtained by ordering item #11-25-2590-007 from the Office of Purchasing and Management, at 718-935-3000.)
- f. 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.
- g. Teachers shall bring with them attendance information to ensure the safe evacuation of all students.

H. 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 Head of School 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

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- b. Staff should be aware of the location and proper use of fire extinguishers and other fire fighting apparatus. The Head of School 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 openable 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.

I. Disasters (Sheltering-in)

Protocols for remaining in your school during a disaster or crisis that occurs outside of the school building:

There will be times when the appropriate response to a disaster may require that emergency responders direct that your students and staff remain within the school building. This process which is often referred to as sheltering-in may require that you identify a location in your 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 an area that is lower than the first floor and away from the main entrance of your school.

The determination that staff and students should remain inside during a disaster will be made by local law enforcement/public safety officials. Once that decision has been made, school staff 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 you are asked to move to remains free from the dangers outside of your school building.

While you are only mandated by law to conduct fire drills on a yearly basis, we urge you to meet with your school safety committee to discuss and develop plans to prepare your students and staff for events that might require use of the sheltering-in concept.

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J. AED (Automated External Defibrillator) Procedures

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

Public school facilities and staff are deemed public access defibrillation (PAD) providers and are subject to the requirements and limitations of this definition.

1. Training
 - a. Trained personnel should have work schedules that ensure constant coverage when school building is open. Any staff volunteer may receive training, but administrators, custodians, secretarial staff, and other staff who are not assigned to classrooms are recommended.
 - b. Each school should ensure that at least six school personnel are trained. Schools that have fewer than six staff members in total must train at least one, and should train two.
 - c. All coaches of intramural sports must be trained.
 - d. Training is voluntary and provided by the Department of Education, and may be arranged at the DOE website.
2. Training certification must include successful performance of use of the AED, CPR for adults, children, and infants, and choking procedures for adults, children, and infants. Acceptable certification must be provided by an agency approved by New York State, and have a period of no less than two years.
3. Contact Person
 - a. Each principal must designate a contact person to coordinate all AED activities at the school.
 - b. The AED contact must have a work email address that he or she checks daily and responds to. Do not designate a person without access to a computer at work, or with a personal email address (e.g. AOL, hotmail, or yahoo).
4. Equipment Placement & Maintenance
 - a. Every school must have an unlocked cabinet containing a functional AED mounted at the main entrance to the school near the school safety post, where it is clearly visible and accessible to the public.
 - b. Wall cabinets are to be mounted in hallways where they are accessible in the event of an emergency. No cabinet may be mounted in a room that is not generally accessible-under no circumstances may a cabinet be mounted, or a school unit stored, in a room with a door that has a lock.
 - c. Representatives of the Department of Education's contracted company, Cardiac Science, will determine whether schools require more than one AED, and will recommend locations of 2nd or greater unlocked cabinets.
 - d. All PSAL Coaches and Athletic Directors are issued portable AED's to be carried to all athletic games, practices, and scrimmages. Except during athletic events, these AED's are to be kept inside at room temperature. AED's are not to be stored overnight in vehicles.
 - e. The contact person at each school will receive a monthly email directing him or her to perform a visual check of the unit(s) at the school. The contact person must verify that the AED(s) is present and is not displaying an alarm.
 - f. Three times per year, representatives of Cardiac Science will visit the school to perform maintenance and service on the school's unit(s).

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5. Security
 - a. Because AED's must be maintained where they are accessible, they are less secure than other school equipment.
 - b. If an AED is lost or stolen, the school or the person to whom it is assigned must
 - i. report the loss or theft to the local police precinct and obtain a report number
 - ii. inform the Office of Related and Contractual Services (ORCS) of the loss, including the serial number of the AED and the police report number
 - c. Lost or stolen AED's will be replaced at no cost to the school. After reporting the loss to ORCS and providing the required documentation, schools will be informed of the procedure for replacement of the equipment.
 6. Drills
 - a. Each school has an AED Site Response Plan, as generated in the school safety plan, indicating the steps to be performed during a serious medical emergency.
 - b. Every school must issue a copy of the AED Site Response Plan to all employees, and must post it prominently in the school.
 - c. Twice a year representatives of Cardiac Science will make unannounced visits to the schools to perform drills of the AED Site Response Plan. Schools may not receive advanced warning of these visits, and cannot re-schedule them.
 - d. Each school will be evaluated on its emergency readiness during each drill, on a scale from 1-10.
-

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9.15

Internal Communications

Each school must have an internal communication system. All staff members should have knowledge of the established procedures and have access to the system in case of emergencies. The communication system should facilitate the flow of information from staff members to the administration and from the administration to staff members. The use of a public address system and/or an intercom system are examples of appropriate mechanisms. If your school is equipped with both of these in, and if they are in good working condition, they may serve as your "Communication System". However, if your site is not equipped with at least this level of technology each site must create protocols designed to meet their individual needs. For example, a specific protocol that might be developed may utilize a color-coded emergency pass. A student may bring the pass to the nearest office where an adult would be available to respond to the emergency.

In case of an emergency and/or assistance is required, the school intercom system will be used to call a designated emergency.

911 Protocols

School must detail how 911 can be dialed and from which phones.

Warden Assignments

To assist with emergencies that require an evacuation, each floor of a school building must be assigned a designated Floor Warden. A Deputy Warden may assist him/her in their duties if staffing levels in the school permit such a designation. Those persons who are designated as Wardens and Deputy 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 Wardens and Deputies 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, Wardens should ensure that all persons in the school are evacuated to safe areas. A search must be conducted of the lavatories and classrooms to ensure that all students and personnel are out of the building. It is recommended that principals designate a number of staff persons to serve as "floor searchers" to promptly and efficiently assist in the performance of this duty. As soon as practical, floor wardens should notify the Head of School and the assigned School Safety Agent 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. It is therefore recommended that principals and site administrators 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. To aid in this process, it is recommended that all persons who are designated as floor wardens be required to sign in on a "floor warden" logbook at the start of their workday. This logbook will become an easy reference for administrators in the event of an emergency. It is suggested that those persons who serve as floor wardens be provided with some means whereby they can be clearly identified during an emergency e.g. armbands; baseball caps etc.

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9.16

Each Head of School must designate a minimum of two (2), to act as “Wardens” for the entire school site:

The wardens are expected to disseminate information to the Head of School(s) and to aid in the orderly flow of traffic during rapid egress/emergency conditions.

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9.17

Emergency Egresses

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

There are procedures that must be followed prior to the decision to evacuate the school/site. 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/site.

During a Fire/Drill, Bomb Threat or Neighborhood Disaster or any Other Emergency requiring evacuation the following egress/alternate egress routes will be in effect

NOTE: Exit(s) & Street(s) and Alternate Exit(s) & Street(s) are required below. Failure to include this information will result in the plan being disapproved. Include Cafeteria/Lunchroom and Auditorium in the list of rooms/exits.

Main Building

Schools must submit floorplans to local Fire Department annually.

Evacuation Post Assignments

Each classroom teacher will leave with and continue to supervise his/her assigned class. School Safety Agents should report to their respective emergency assignment(s). The following persons will report to a designated post to ensure complete evacuation of the area and report updated information to the Wardens.

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9.18

Evacuation Locations

In the case of an emergency, students and staff from each school will be evacuated in keeping with the designated locations in the school safety plan. These locations, where possible, will provide shelter to students and staff. They must also provide access for school administrators to communicate with the Regional Superintendent's Office and the Emergency Communications/Command Center. 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 should be 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 should be identified.

 Section 9 Procedures & Assignments

9.19

Emergency Communications/Command Post

For most situations a command post must be established. This command center will co-locate school and outside agency (NYPD, FDNY) decision makers. A primary location, usually Head of school's office, and an alternate location in the event the primary is unusable (crowds) or becomes unsafe, are to be planned for and identified.

The primary and any alternate command post locations must have telephone communications available.

The Head of School or a designee must be located at the command post at all times to make decisions based on the situation and to facilitate recommendations from emergency response officials. It is critical that the administrators be able to communicate with the public safety agency officials at the command post as well as with Department of Education personnel.

In instances of a serious nature that necessitate evacuation, and where the facility has become totally unusable, the emergency Communication/Command Center should be set up outside the perimeter of the school site, in close proximity to the building. This will aid in the gathering and disseminating of information and in keeping the lines of communication open between the schools administrators, the Regional Office, the NYPD/School Safety Division and the parents/guardians.

To the extent possible, every effort should be made to identify a predetermined area/location for such an emergency. This area/location should be determined in consultation with the Superintendent and local precinct C.O./designee.

However, it is likely that the Emergency Responder primarily responsible for handling the specific emergency, i.e., NYPD, Fire Department, Mayor's Office of Emergency Management. will designate the location for this Emergency Communications/Command Center.

Emergency Response Teams

Each school is required to designate response teams to be available both during and after a serious incident. These teams may include school personnel, law enforcement officials and counselors. Schools may include the Regional staff that is utilized during serious situations. This school's Response Team is trained at least annually and meets on a monthly basis.

Section 9 Procedures & Assignments

9.19

Chain of Command

Each school must establish a Chain of Command, as set down in the Safety Plan, will be used during an emergency. All individuals will be notified and carry out their specific duties and responsibilities as directed by the Head of School/Supervisor of the facility.

Section 10 Safety Plan Addenda

10.1

The District Safety Plan also coordinates with authorized personnel at the New York City Department of Education, New York City Police and Fire Departments, as well as other city agencies with information that is critical to an emergency response, and to ensure that schools operate in a safe manner.

The District Safety Committee may add items not addressed in the body of the District Safety Plan as an addendum. The items should be school specific and based upon assessments and needs of each site. Procedural memorandum or protocols developed specific to your school that are not already addressed in the plan may be listed below. For example, if your committee has developed specific procedures addressing the student removal process or designed an In-House Suspension program, either may be added to your plan. Please do not include any information or statements that are already gathered in the plan itself.

Addenda will be kept on file in the school with the hard copy of the District Safety Plan. Addenda may be reviewed by the Regional Safety Administrator or the N.Y.P.D. and do not supersede or amend any Regulation of the Chancellor or other official policy of the New York City Department of Education governing school safety. Such regulations and policies should not be included within Safety Plans or addenda as they are separately in force and effect may have entirely different enforcement, approval and modification mechanisms; and may be beyond the proper scope of Safety Plans developed under a collectively negotiated process.

See COVID Addendum.

Section 11 School Safety Plan Committee

11.1

Committee Members

At a minimum, the following people (as per Chancellor's Regulation A-414) are required to be on the School Safety Committee:

1. Principal of the host building 2. Principal(s)/designee(s) of any other schools/programs/academies operating at this site 3. U.F.T. Chapter Leader(s) 4. Parent Association designee 5. School Safety Agent(s) 6. NYPD Precinct C.O./designee 7. Custodial Engineer/designee

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

 Section 11 School Safety Plan Committee

11.2

Staff Development

The SAVE Legislation calls for the annual school safety training for staff and students. The Safety Committee should be the group that develops the scope of the training and designs an implementation plan. The extent of this committee's responsibilities range from the annual review, development and dissemination of the School Safety Plan, which includes in part the procedures for fire evacuation and fire drills, the protocols for responding to bomb threats, intruders or other extraordinary occurrences, to the development of protocols for removal of disruptive students and student suspensions. Committee members should also be involved in designing programs that may assist staff and students in crisis response, in the development of mediation and conflict resolution programs, or in proposing appropriate activities to address student needs.

Proposed Committee Meeting Dates

The School Safety Committee meetings must be held monthly. Attendance and agendas for each meeting must be collected in a designated file/location.

 Section 10 COVID ADDENDUM

10.1

Remote Learning Plan

On Snow Days or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.

[Student/Parent Remote Learning Responsibilities](#)

[Teacher Remote Learning Expectations](#)

WCHS will follow applicable [city](#), [state](#) and [national](#) guidance regarding pandemic preparedness and protocols and will make adjustments based on school, local, and community factors.

Pandemic Preparedness Response Plan 02-28-20

<https://www.thewcs.org/wp-content/uploads/2020/03/WCHS-HEALTH-CRISIS-RESPONSE-TEMPLATE.docx.pdf>

WCHS DOH Re-opening Plan 7-31-20

<https://www.thewcs.org/wp-content/uploads/2020/07/WCHS-DOH-Re-Opening-Submission-7-31-2020.pdf>

WCHS NYSED Re-entry and Operating Plan 2020-21

<https://www.thewcs.org/wp-content/uploads/2020/08/WCHS-COVID-19-Re-Entry-and-Operating-Plan-2020-21.pdf>

SCHOOL EMERGENCY RESPONSE TEAM / Building Response Team (BRT) During COVID-19

As schools reopen for in-person instruction, the Building Response Team (BRT), in addition to the general duties outlined above, will be responsible for managing and supporting the school's response to any incidents related to the COVID-19 pandemic. Schools should be aware of the following; additional guidance from the Office of Safety and Youth Development is forthcoming:

- When BRT is activated to address COVID-19 related incidents ("COVID activation"), team members will assume the following additional responsibilities:
 - BRT Leader: serves as the point of contact for all team members during entry, dismissal, and all other specific activities where the COVID activation occurs during the school day.
 - Emergency Officer: provides support based on the specific circumstances of each incident.
 - Incident Assessor: conducts an on-scene initial assessment of the incident or emergency to assess the severity of the situation (while collaborating with the Internal Subject Matter Experts).
 - Special Needs Coordinator: For the purpose of COVID activation, manages the school staff assigned to conduct temperature screening at each point of entry.
 - Assembly Point Coordinator: Coordinates the entry/dismissal process, as well as common areas to ensure physical distancing is followed.

- o Recorder: collects detailed information from the beginning to the end (recovery phase) of an incident, including recording in OORS any COVID-19 cases or potential cases.
- See the details of each [BRT member's responsibilities](#)
- [\(Open external link\)](#)
- during COVID activation.
- The Nurse, Custodian, and School Safety Agent (SSA) serve as Internal Subject Matter Experts (SME).
- For any COVID activation, all BRT roles (except for the BRT Leader) should have additional school staff assigned to each role based on the size of the school population and school schedule.
- These staff can be administrators, counselors, social workers, school aides. The Office of Safety and Youth Development will facilitate a training for all BRT members to educate them on the enhanced COVID-19 response protocols.
 - o Training will cover the COVID-19 School Health Policy including the identification and utilization of isolation rooms as well as protocols to follow when there is a suspected case or a confirmed case in the school building (health guidance to come from DOHMH).
- Given our current conditions, while the principal is ultimately responsible for school safety, the BRT should collaborate with the principal to plan and execute the school's morning entry plan.

Guidance on Drills During COVID-19

The DOE is taking active measures to protect both the health and safety of students and staff. Currently, all schools must implement GRP where appropriate to respond to safety/emergency situations that may result in an evacuation, shelter-in or lockdown. In accordance with New York State Education Law Section 807, all schools are required to conduct four lockdown drills per year in addition to eight evacuation drills, for a total of twelve emergency drills annually. In order to ensure that schools can effectively implement these drills and respond to emergencies, principals are required to

attend a training that covers GRP and BRT as well as the establishment of a command post.

During this pandemic, the existing emergency drill practices remain in effect with the following modifications related to the COVID-19 pandemic. In an actual soft or hard lockdown, the priority is maintaining the safety of all students and staff in the building. In an actual evacuation/emergency, the priority is exiting the building safely and expeditiously, as outlined in [NYSED guidance](#)

[\(Open external link\)](#)

. In an actual emergency, it is understood that physical distancing may not be possible.

Evacuation drills during the COVID-19 pandemic must be conducted as follows:

- All students must participate in drills.
- With consideration to overall number of students and physical distancing guidelines, drills may be conducted in stages rather than all at once. For instance, instead of an evacuation drill being executed for the entire building, it can be conducted in stages with select floors participating at one time.
- If schools conduct a drill in stages, all students must participate in a staged drill before the completion of the school day (e.g., first and third floors conduct drill in the morning; second and fourth floors conduct drill in the afternoon).
- School must schedule drills to ensure that each group of the school's blended learning schedule has an opportunity to participate in a drill.
 - For instance, if the first drill of the school year includes students in Group A, schools must schedule the second drill when Group B is in session.
- Students should exit the building and proceed to their staging area in single file lines. Staff not assigned to students at time of drill should monitor staging areas.

- Students should be instructed to maintain a distance of six feet to comply with physical distancing guidelines and to wear a face covering.
- While younger students may be accustomed to exiting the building holding hands, for now this must be discouraged.
- Older students should be instructed to refrain from congregating in groups and remain in single file lines while exiting the building.
- Expand street staging areas which might require extending current staging area to an additional block from the school. It is best to assess this in advance and inform all staff of any changes that must be made.
- All physical distancing guidelines must be followed as students and staff re-enter the building after any evacuation drill or emergency.
- In an actual evacuation emergency, the priority is exiting the building safely and expeditiously. As noted above, it is understood that complying with physical distancing guidelines may not be possible nor should it be a priority.

Lockdown drills during the COVID–19 pandemic must be conducted as follows:

- All students must participate in drills.
- When scheduling a lockdown drill, schools must ensure that each cohort of the school's blended learning model has an opportunity to participate in a lockdown drill.
- During a drill, students should be instructed to remain in their seats and remain silent instead of moving to the safe corner.
- All instruction and movement within the classroom must cease until the lockdown drill has been lifted.
- All classrooms and offices must be provided with materials to cover the door visual panel during a lockdown drill (i.e. shade, poster board, non-flammable fabric, etc.)
- In larger spaces such as the gymnasium, cafeteria, auditorium, or library, students will be required to remain seated and silent until the drill has ended.

- In an actual soft or hard lockdown emergency, the priority is the immediate safety of all students and staff and complying with physical distancing guidelines may not be possible nor should it be a priority. As mentioned above, during a soft or hard lockdown drill, students remain in their seats, however, in an actual soft or hard lockdown, students and staff must move to the safe corner and remain there until it is safe to move.