

**Rosalyn Yalow Charter Schools
District-Wide Safety Plan**

2022-2023

650 Grand Concourse, Bronx NY 10451

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Section I: General Considerations & Planning Guidelines

A. Purpose

The Rosalyn Yalow Charter School's District-Wide Safety Plan was developed pursuant to Commissioner's Regulation 155.17 in partnership with Cardinal Hayes High School, Rosalyn Yalow's landlord.

B. Identification of School Teams

Rosalyn Yalow Charter School District-Wide School Safety Team consists of, but not limited to, representatives of the administration, facilities management, external relations personnel and other school personnel. The members of the team and their positions or affiliations are as follows:

| Member's Name | Position or Affiliation |
|----------------------|---|
| Ruby Trunbul | Dean, Cardinal Hayes HS |
| William Lessa | Principal, Cardinal Hays HS |
| Kim Smaw | Principal, Rosalyn Yalow Charter School |
| Doug Cooper | Director of School Safety |
| Kelvin Manzanet | Dean of Student, Rosalyn Yalow Charter School |
| Venessa Gibson | Bronx Borough President |
| Charlie Bello | Commander, 44 th Precinct |
| Laura Kavanaugh | FDNY Commissioner |
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C. Concept of Operations

The Cardinal Hayes High School Safety Plan forms the basis of Rosalyn Yalow Charter School's Building-Level Emergency Response Plan. In developing the Safety Plan, key internal and external stakeholders were involved in order to garner the best local operational

knowledge and the best emergency management and safety expertise in creating and revising the plan.

Incident Commander

The responsibilities of the Incident Commander are:

- coordination of the communication between building leaders, school staff, law enforcement, and other first responders
- lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans
- ensure staff understanding of the district-wide school safety plan
- ensure the completion and yearly update of building-level emergency response plans for each school building
- assist in the selection of security related technology and development of procedures for the use of such technology
- coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan
- ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
- ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The plan must be formally adopted by the Board of Education. Full copies of the Safety Plan and any amendments will be submitted to the New York State Education Department within 30

days of adoption. In addition, the Building-Level Emergency Response Plans will be sent to the New York State Police. This plan will be reviewed periodically during the year and will be maintained by the Safety Team. A copy of the plan will be available on the district website.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention/Intervention Strategies

This section will identify specific prevention and risk reduction strategies that have been implemented within the Rosalyn Yalow. Many of these components serve as both prevention and risk reduction tools.

1. Program Initiatives

Rosalyn Yalow recognizes the importance of curriculum and activities that improve the school culture and communication throughout the school community and that encourages the reporting of potentially dangerous, suspicious or violent behavior, including but not limited to communication with school social workers, school support teams, and DASA reporting. The following is a partial list of such current initiatives:

- Peer mediation, conflict resolution, and diversity programs on a co-curricular, extra-curricular, and counseling basis
- Whole school community meetings to discuss pertinent issues
- Interventions by teachers, behavior teams, social workers, school staff, external mediators, nurses, and administrators
- Group setting discussions with school social workers
- Character Education programming
- Extra-curricular programs
- DASA reporting
- Restorative practices

2. Training and Drills

● Rosalyn Yalow Charter School provides annual multi-hazard school safety training for all staff and students. The components of this training will be consistent across our schools while the means of communication will likely be varied due to the specific needs of program participants involved. Staff training is routinely conducted during the professional development period at the beginning of the school year and will be followed by drills that include the entire school population.

- In partnership with Cardinal Hayes High School Rosalyn Yalow Charter School will conduct drills and exercises to test the components of the Building-Level Emergency Response Plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals. At a minimum, twelve evacuation drills (fire drills) and four lockdown drills. There will be five fire drills and two lockdown drills prior to January 1st..
- The emergency back-up generators and lighting systems are also tested annually and all systems verified functional without electricity.

3. Implementation of School Safety

- Routine Precautions

All Rosalyn Yalow charter School staff are expected to immediately report to the Rosalyn Yalow Principal any observations that could possibly impact the safety and security of anyone within the school community.

- Limited Access

Generally, this means that no exterior doors will remain unlocked without direct supervision –most commonly to facilitate arrival & dismissal procedures. Those doors that may need to remain unlocked during a portion of the school day should be monitored in some fashion. All entrances are to be secured shortly after the start of the instructional day.

The building utilizes an audio and/or video electronic visitor access control system at the main entrance for school staff to remotely screen and approve visitors prior to granting them access into the building.

The building's keyless entry system allows access to authorized personnel using a key fob. Key fobs are assigned to specific personnel and are tracked in a secure system.

- Visitor Policy

If an unannounced visitor appears in the hallways, classroom, or office without proper identification (visitor pass or a note from the office), staff may approach and inquire as to a subject's business and contact the school's main office immediately.

- Student Sign-Out Procedures

Only those persons authorized to sign-out students are allowed to do so utilizing the applicable data maintained within PowerSchool. Staff may also require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate.

- Fire Alarm

Fire detection alarms are linked to a main central monitoring station at Cardinal Hayes High School. These alarms and fire response procedures are tested regularly consistent with New York State Education Department regulations.

B. Early Detection of Potentially Violent Behaviors

Rosalyn Yalow Schools recognize the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. Rosalyn Yalow will ensure that appropriate school violence prevention and intervention training will be incorporated into all phases of staff professional development.

Students, parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an investigation can commence in a timely fashion if deemed necessary.

This communication may extend beyond Rosalyn Yalow staff to include members of the safety team, mental health professionals when deemed appropriate.

C. Hazard Identification

The list of sites of potential emergency include: all school buildings, parking lots, properties adjacent to schools, buses, and off-site field trips. The school safety team has assessed

Rosalyn Yalow facilities for any unique hazards and has documented them on the Building-Level Emergency Response Plan.

SECTION III: RESPONSE

A. Notification and Activation (Internal and External Communications)

Building Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of a violent incident. Rosalyn Yalow Charter School maintains a list of local law enforcement agencies, and the designation of the individuals who are authorized to contact the law enforcement agencies.

The process for informing individual schools within the Rosalyn Yalow Charter School of a disaster or an act of violence include the following possible forms of communication: telephone, e-mail, or others as appropriate.

The system may specify that in the event of an emergency, or impending emergency, Rosalyn Yalow Schools will notify all school leaders to take appropriate action in the event of a violent incident or an early dismissal. Rosalyn Yalow Charter School might also use local media in some instances or post information on the website or social media accounts.

B. Situational Responses

Multi-Hazard Response

In the event of a catastrophic emergency, the evacuation of the building and the preservation of life is the only consideration. It is anticipated that specific procedures outlined in this document, particularly as they relate to notifications, line of authority, etc., may well be violated in cases involving catastrophic emergencies.

There are many variables that could impact the manner in which the Building Emergency Response Team responds to a particular occurrence. These variables could include: time of day, weather, age of students, and location of students, anticipated response time of emergency responders, availability of support personnel, and availability of transportation. Specific emergency situations are identified and standard response procedures are detailed in the Building-Level Emergency Response Plans; however, given the aforementioned variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that

need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

Dr. Michael Carey, President Cardinal Hayes High School is designated as the person in charge—the Incident Commander—during the initial response to any emergency in our schools. The President will provide leadership, organize activities and disseminate information with the assistance of the Building Response Teams (BRT) if needed. If Dr. Michael Cary is unavailable or not on site, William Lessa, Principal of Cardinal Hayes High School will act in their absence with the same authority and responsibility.

In most instances where this level of school response is warranted, Rosalyn Yalow Charter Schools will be seeking assistance from outside emergency responders in resolving the situation. As such, the immediate objective is generally to contain and to manage the incident until the emergency responders arrive on scene. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law will be followed. By contacting 9-1-1, the system for coordinating the delivery of assistance from both the county and local agencies will be activated.

The Building-Level Emergency Response Plans include procedures and actions that will be implemented in the event of the occurrence of a hazardous event. Such plans are not available to the public, nor are they to be included in the Safety Plan.

Responses to Acts of Violence: Implied or Direct Threats

The policies and procedures for responding to implied or direct threats of violence, including suicide, by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency Response Plans. The following types of procedure(s) may be used by Rosalyn Yalow Charter Schools:

Use of staff trained in de-escalation strategies to diffuse the situation

- Inform Executive Director or Principal of implied or direct threat
- Determine level of threat
- Contact appropriate external mental health agency or law enforcement agency, if necessary
- Monitor situation, adjust responses as appropriate, and include the possible use of the Emergency Response Team.

Acts of Violence

The policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency

Response Plans. The following types of procedure(s) could be used by Rosalyn Yalow Charter Schools:

- Determine level of threat
- If the situation warrants, isolate the immediate area and evacuate if appropriate
- Inform Executive Director or Principal
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

Rosalyn Yalow's selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions, implied or direct threats of violence by students against themselves, including suicide, and kidnappings will be included in the Building-Level Emergency Response Plans.

The following possible protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents, and guardians
- Procedures to notify law enforcement, and other emergency personnel
- Procedures to notify media
- Debriefing procedures

Procedures for Obtaining Emergency Assistance from Local Government

Arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include contacting 9-1-1 immediately. Additional support can be obtained by contacting the New York City Police Department, NY State Police, New York City Fire Department, the Federal Protective Service Law Department and the Administration for Children's Services.

Procedures to Coordinate Use of Internal Resources and Manpower During Emergencies

Rosalyn Yalow Charter School will use the Incident Command System to coordinate the use & distribution of school resources and manpower during emergencies.

Protective Action Options

Plans for taking the following actions in response to an emergency where appropriate will be included in the Building-Level Emergency Response Plan: school cancellation, early dismissal, evacuation, and sheltering.

SECTION IV: RECOVERY

A. Support for Buildings

After an incident, the Rosalyn Yalow Charter School Crisis Plan will be initiated by the appropriate level emergency response team. Necessary resources will be deployed in order to support the Emergency Response Team and the Post-Incident Response Team.

B. Disaster Mental Health Services

Mental health services needed will be addressed by the appropriate emergency response team using the Rosalyn Yalow Charter School Crisis Plan.

SECTION V: ANNUAL PLAN REVIEW

Directors of Operation are responsible for annual completion of the following:

- Be familiar with all duties and responsibilities of the building leaders or designees.
- Update the Site Emergency Plan by the last day of AUGUST of each year and submit a copy of the plan to the District Emergency Planning Coordinator.
- Assign staff to roles and responsibilities of members and alternates
- Ensure that all staff are trained in emergency responses and preparedness roles & responsibilities.
- Establish a schedule for multi-hazard drills
- Update the list of employees who are trained in first aid, CPR, and restraint
- Arrange with the Incident Commander for updated training as necessary.
- Update as necessary the site floor plan showing evacuation routes and locations of assembly areas, emergency supplies and equipment, fire

extinguishers, fire alarm pull stations, master electrical panels and main water and gas shut-off valves

- Ensure that emergency procedures are posted in each classroom and in cafeterias and teacher workrooms
- Update the list of any disabled students or employees or those who may need evacuation assistance or other special assistance.
- Conduct an inventory of all emergency supplies and equipment and coordinate with the Incident Commander to replace used or outdated supplies and equipment.
- Maintain a list of emergency phone numbers in a readily accessible location.