

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

2024–2025

650 Grand Concourse, Bronx NY 10451

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## **Section I: General Considerations and Planning Guidelines**

### Purpose

Rosalyn Yalow Charter School's District-Wide Safety Plan was created in accordance with Commissioner's Regulation 155.17 and in collaboration with Cardinal Hayes High School, Rosalyn Yalow's landlord. The purpose is to develop a safety plan for students and instructors in the event of an emergency.

### Identification of School Teams

Members of the administration, facilities management, external relations, and other school staff are among the members of the Building-level Emergency Response Planning Team. The following are the team members, along with their roles and affiliations:

<u>Member's Name</u>	<u>Position or Affiliation</u>
David Erusa	Dean of Discipline, 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
Anthony Mascia	Deputy Inspector, 44th Precinct
Robert S. Tucker	FDNY Commissioner

### Concept of Operations

The "Building-Level Emergency Response Plan" from Cardinal Hayes High School serves as the model for Rosalyn Yalow's Safety Plan, which was developed in collaboration with the school. Important internal and external stakeholders were interviewed in order to create a comprehensive plan. We created and updated the current strategy with the assistance of disaster management and safety specialists.

In order to better serve our building in the event of an emergency, we developed the role of "Incident Commander." Among the duties of this position are:

- Coordinate communication between building leaders, school staff, law enforcement, and other first responders.
- Take the lead on yearly updates, stay apprised of changes to other plans, and coordinate communication to keep information up to date in each plan.
- Ensure staff understands the district-wide school safety plan.
- Complete updates of building-level emergency response plans. This should be done on a yearly basis.
- Assist in the selection of security-related technology and the development of procedures for the use of security technology.
- Coordinate appropriate safety, security, and emergency training for district and school staff, including the required training outlined in the emergency response

- plan.
- Ensure that required evacuation and lock-down drills happen 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.

### Plan Review and Public Comment

In accordance with Section 155.17(e)(3) of the Commissioner's Regulation, this proposal will be open for public comment at least 30 days before it is adopted. On October 17, 2023, the School's Board of Trustees formally approved the plan, which is still in force today. Within 30 days following adoption, complete copies of the Safety Plan and any modifications were sent to the New York State Education Department. The New York State Police also receives the Building-Level Emergency Response Plans. The Building-level Emergency Response Planning Team will maintain this plan and review it on a regular basis throughout the year. You may find the plan on the district's 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 by Rosalyn Yalow Charter School. These components are considered 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 list of current initiatives:

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

#### 2. Training and Drills

Rosalyn Yalow Charter School provides annual multi-hazard school safety training to all employees and students. The components of this training will be similar across our schools, but the methods of communication will most likely differ based on the particular needs of the program participants involved. Staff training is usually provided during professional development time at the beginning of the school year, followed by drills involving the entire student body.

In collaboration with Cardinal Hayes High School, Rosalyn Yalow Charter School will conduct drills and exercises to test the Building-Level Emergency Response Plan. Tabletop exercises may be used to fulfill this purpose in collaboration with local and county disaster response and preparation personnel when live drills are unfeasible or insufficient to meet training objectives. A minimum of twelve evacuation drills (fire drills) and for lockdown drills. There will be eight fire drills and two lockdown drills leading up to January 1st.

The lights and emergency backup generators are also tested annually, and every system is confirmed to be operational without electricity.

### 3. Implementation of School Safety

Routine Precautions- Any observations that could endanger the security and safety of anyone in the school community must be reported immediately to the principal by all Rosalyn Yalow Charter School staff.

Limited Access- No outdoor doors will be left unlocked without direct supervision, which is typically done to facilitate arrival and dismissal procedures. Doors that may need to be unlocked throughout the school day should be monitored in some way. All entrances will be secured immediately after the start of the instructional day.

The building uses an audio and video electronic visitor access control system at the main door that allows school administrators to remotely check and approve visitors before providing them admission to the building.

The building's keyless entry system grants access to authorized workers using a key fob. Key fobs are assigned to certain individuals and tracked via a security system.

Visitor Policy- Staff members have the right to approach an unexpected guest in the hallways, classroom, or office without the appropriate identification (a visitor pass or an office note), ask them about their business, and get in touch with the main office of the school right away.

Student Sign-Out Procedures- Only those authorized to sign out kids may do so using the relevant data stored within PowerSchool and updated emergency contact cards. Staff may also ask for the seeking party's photo ID if they are unfamiliar with them, and they may contact a parent or guardian for confirmation if necessary.

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 understand how critical it is to identify and address disagreements and possibly dangerous or violent behaviors early on. Rosalyn Yalow will make sure that all stages of staff professional development include pertinent training on preventing and addressing school violence.

All staff members, parents, and students are urged to notify the relevant school administration of any student confrontations, threats, or concerning behaviors so that, if required, an investigation can start right away.

When it is judged appropriate, this communication may also reach members of the safety team and mental health specialists in addition to Rosalyn Yalow staff.

**C. Hazard Identification**

All school buildings, parking lots, properties next to schools, buses, and off-campus field trips are on the list of possible emergency locations. The Rosalyn Yalow facilities have been inspected by the school safety team for any special risks, and the results have been recorded on the Building-Level Emergency Response Plan.

**SECTION III: RESPONSE**

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

In the case of a violent occurrence, Building Occurrence Commanders are empowered to contact the relevant law enforcement personnel and will do so. The list of local law enforcement agencies and the names of those authorized to contact them are kept up to date by Rosalyn Yalow Charter School.

Within the Rosalyn Yalow Charter School, the following channels of communication are available for notifying individual schools of a disaster or violent act: phone, email, and other channels, as needed.

The system may stipulate that Rosalyn Yalow Schools will alert all school officials to take the necessary measures in the case of a violent incident or an early dismissal in the event of an emergency or an impending emergency. Additionally, Rosalyn Yalow Charter School may occasionally broadcast material on its website or social media profiles or employ local media.

## **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 expected that in situations involving catastrophic events, several protocols described in this document—especially those pertaining to notifications, authority hierarchy, etc.—may be broken.

There are numerous factors that could influence how the Building Emergency Response Team handles a certain situation. The time of day, the weather, the kids' age and location, the expected response time of emergency services, the availability of support staff, and the availability of transportation are a few examples of these variables. Although the Building-Level Emergency Response Plans identify certain emergency circumstances and outline conventional response processes, it is not feasible to try to map out the precise measures to take for every possible event given the previously described variables. In order to achieve our main objective of minimizing harm and death, it is more practicable to concentrate on a small number of crucial choices that must be taken in every emergency.

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.

Rosalyn Yalow Charter Schools will seek outside emergency responders to help resolve the situation in the majority of cases where this level of school action is justified. Therefore, the first goal is usually to manage and control the occurrence until the first responders show up on the site. The protocols for seeking guidance and support from local government representatives, such as the county or city officials in charge of carrying out Article 2-B of the Executive Law, would be adhered to. The process for arranging the delivery of aid from both local and county authorities will be initiated by dialing 9-1-1. 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 Building-Level Emergency Response Plans will cover the rules and procedures for handling direct or implied threats of violence, including suicide, by students, instructors, other staff members, and outside visitors. Rosalyn Yalow Charter Schools may implement one or more of the following types of procedures:

- 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 Building-Level Emergency Response Planning Team.

### Acts of Violence

The Building-Level Emergency Response Plans will contain the guidelines and protocols for handling violent incidents committed by students, instructors, other staff members, and outside guests. The Rosalyn Yalow Charter Schools may employ one or more of the following types of procedures:

- 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

The Building-Level Emergency Response Plans will incorporate Rosalyn Yalow's recommendations for suitable emergency responses, such as procedures for handling bomb threats, hostage situations, intrusions, and students' implied or explicit threats of violence against themselves, including suicide, as well as kidnappings.

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

Contacting 9-1-1 right away is one way to make arrangements for getting help during emergencies from local government agencies and emergency services companies. You can get more help by getting in touch with the Administration for Children's Services, the Federal Protective Service Law Department, the New York City Fire Department, the New York State Police, and the New York City Police Department.

### 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 and distribution of school resources and manpower during emergencies.

### Protective Action Options

The Building-Level Emergency Response Plan shall include plans for the following responses to emergencies, when appropriate: sheltering, evacuation, early dismissal, and school cancellation.

## **SECTION IV: RECOVERY**

### Support for Buildings

After an incident, the Rosalyn Yalow Charter School Crisis Plan will be initiated by the appropriate level emergency response team. Resources will be sent to help the Emergency Response Team and the Post-Incident Response Team.

### Disaster Mental Health Services

Any necessary mental health assistance will be handled by the appropriate emergency response team using the Rosalyn Yalow Charter School Crisis Plan.

## **SECTION V: ANNUAL PLAN REVIEW**

The Director of Operation is 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 is trained in emergency responses and preparedness roles and 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.