



# **The Brooklyn Charter School**

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## **SCHOOL SAFETY PLAN**

**2022-2023**

**(Updated December 2022)**

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### **General Considerations and Planning Guidelines/Building Response Team**

The Brooklyn Charter School's Building Response Team (BRT) was appointed by the Brooklyn Charter School Board of Trustees which was approved by the New York City Department of Education (NYCDOE), the school's authorizer.

The Brooklyn Charter School's Building Response Team consists of the following members:

- Joanne Hunt, Principal
- Pamptata Sanders, Assistant Principal
- Roger Redhead, Dean of Students
- Robert Morales, Director of Operations
- Bridget Robinson, School Safety Officer
- Shannon Cullen, School Social Worker
- Rozzano Polson, Assistant Teacher

#### **I. Risk Reduction/Prevention and Intervention Components – Prevention/Intervention -Strategies**

- A. Advisory groups are supervised by our Director of Operations in collaboration with the Dean of Students. These groups will be established in class on a weekly basis and as needed according to the need of the students in a group setting or one-on-one basis with a social worker. These groups will address bullying, violence, conflict resolution and mediation, emotional intelligence, and social emotional learning to name a couple.

#### **II. Training, Drills, Exercises**

A. Fire drills/Evacuation drills will be executed as follows:

1. The first fire drill will be executed no later than the end of the third full week of school.
2. Fire drills will then be executed several times each month with a minimum of eight (8) fire drills in total completed by December 1<sup>st</sup> of each school year.
3. A fire drill/evacuation drill log including the date of the fire drill, speed of completion, any issues observed by administrators or school staff, and administrative signatures (Principal and Assistant Principal) will updated after each drill.
  - a. Precise evacuation site locations have been attached. These locations have been established by the Building Response Team (BRT) of The Brooklyn Charter School.

B. Lockdown drills will be executed as follows:

1. The first lockdown drill will be executed no later than the end of the fifth full week of school.

2. Lockdown drills will then be executed on a monthly basis with a minimum of four (4) drills in total completed by the end of the school year.
3. A Lockdown drill log including the date of the drill, speed of completion, any issues observed by administrators or school staff, and administrative signatures (Principal, Assistant Principal, or Director of Operations) will be completed after each drill.
  - a. Lockdown drills will be conducted in the classroom without “hiding”/ “shelter-in” and all teachers and students will be provided an overview or demonstration of how to shelter or hide in the classroom. These locations have been established by the Building Response Team of Brooklyn Charter School.

### III. Implementation of School Security

- A. The Brooklyn Charter School utilizes a School Safety Officer, Bridget Robinson.
- B. The building provides security which makes it mandatory for all visitors to sign in and out. All visitors must also wear stickers with their name and destination printed neatly. The Principal, Joanne Hunt, has the 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 its right of the public to visit the school.
- C. A two-way radio will be used as an in-house tool between staff for purposes of communication.
- D. The 79th Precinct is located at 263 Tompkins Avenue (718-636-6611). The Brooklyn Charter School has the ability to communicate with exterior agencies prior to or after an emergency via:
  1. Land Line Communication
  2. Facsimile
  3. Email
  4. Emergency Alert System
  5. Cellular phone

### IV. Vital Educational Agency Information

- A. In the case of an emergency, the Brooklyn Charter School will evacuate to three (3) possible sites.

Destination	Relocation	Designee at Relocation Site	Capacity	Grades	# of People
Primary	(P.S.54-Brooklyn) 195 Sanford Street Brooklyn N.Y 11205	PELAEZVELAZQUEZ, Emma (Principal) (718)834-6752	1,328	Students.K,1,2,3,4,5	210
Secondary	(P.S. 297-Brooklyn) 700 Park Avenue, Brooklyn N.Y. 11206	BROWN, James (Principal) (718) 388-4581	1,228	Students.K,1,2,3,4,5	210
Out of Area	(P.S. 147-Brooklyn) 325 Bushwick Avenue, Brooklyn NY 11206	NOYOLA, Sandra (Principal) (718) 497-0326	1,853	Students.K,1,2,3,4,5	210

All 3 sites are all walking distance and there is no transportation needed. It is confirmed with the receiving building or school that the relocation site location can accommodate the students and staff.

**V. Early Detection of Potentially Violent Behaviors**

- A. The Brooklyn Charter School will provide trainings in early identification of warning signs in students, and early intervention with prevention strategies.
- B. The BRT will provide all teachers and school staff with violence prevention instruction and reminders of who to report any potentially violent warning signs and/or not limited to violent tendencies.

**VI. Hazard Identification – In the event of any hazard threat to the students or staff they will be evacuated to the following:**

Destination	Relocation	Designee at Relocation Site	Capacity	Grades	# of People
Primary	(P.S.54-Brooklyn) 195 Sanford Street Brooklyn N.Y 11205	PELAEZVELAZQUEZ, Emma (Principal) (718)834-6752	1,328	Students.K,1,2,3,4,5	210
Secondary	(P.S. 297-Brooklyn) 700 Park Avenue, Brooklyn N.Y. 11206	BROWN, James (Principal) (718) 388-4581	1,228	Students.K,1,2,3,4,5	210
Out of Area	(P.S.147-Brooklyn) 325 Bushwick Avenue, Brooklyn NY 11206	NOYOLA, Sandra (Principal) (718) 497-0326	1,853	Students.K,1,2,3,4,5	210

**VII. Response – Notification and Activation (Internal and External Communications)**

- A. The building provides security which makes it mandatory for all visitors to sign in and out. All visitors must also wear stickers with their name and destination printed neatly. The Principal, Joanne Hunt, has the 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 its right of public to visit the school.
- B. Should a violent incident occur the school principal is responsible for activating 911. In the event of the principal’s absence, the Assistant Principal, Pamptata Sanders is the designated school official to activate 911.
- C. Two-way radio will be used as an in-house tool between staff.
- D. The 79th Precinct is located at 263 Tompkins Avenue (718-636-6611). The Brooklyn Charter School has the ability to communicate with exterior agencies prior to or after an emergency via:
  - 1. Land line communication
  - 2. Facsimile
  - 3. Email
  - 4. Emergency Alert System
  - 5. Cellular phone

E. In the event of a hazardous or emergency situation, parents will be notified by the school's autodialing (school reach.org) system. In the event that the system is inoperable, The Building Response Team (BRT) and designees will reach out to parents and keep staff updated. The Building Response Team (BRT) maintains an accurate hard copy and an electronic shared document of all student parent contacts. All parent contacts remain on file: home phone number, work phone number, wireless phone contact, emergency back-up phone number, addresses, and medical issues. The School Building Response Team (BRT) is equipped with cellular phones that will enable immediate parent contact.

### **VIII. Situational Responses**

A. Multi-Hazard Response to the following examples at The Brooklyn Charter School:

1. Threats of violence - inform principal, alert building security, contact 79th precinct.
2. Hostage/kidnapping - inform principal, alert building security, contact 79<sup>th</sup> precinct.
3. Natural/weather related – Pre-warning from Principal or Assistant Principal, as well as updates to school staff and students.
4. Civil disturbance - inform Principal, alert building security, contact 79th precinct.
5. School bus accident – Principal will be advised; Assistant Principal will support.
6. Gas leak - inform Principal, alert building security, evacuate school building, contact 911, contact building maintenance.
7. Intruder - inform principal, alert building security, lock-down building procedure, contact 79th precinct.
8. Explosive/bomb threats - inform principal, alert building security, evacuate school building, contact 79th precinct.
9. Hazardous material - inform Principal, alert building security, contact 911contact building maintenance.
10. Biological – inform Principal, alert building security, contact 911, and contact the Department of Health if necessary.
11. Epidemic - inform principal, alert building security, contact 911, and contact the Department of Health if necessary.

### **IX. Responses to Acts of Violence: Implied or Direct Threats**

Threats of violence can come from students, teachers and other school personnel or visitors.

A. In the event of an implied or direct threat of violence, The Brooklyn Charter School will:

1. Train staff specific staff in the de-escalation of and strategic techniques in diffusing any potential situations, and identification of early warning signs.
2. Immediately notify Principal of any implied or direct threat of violence.
3. Initiated the school lock-down procedures
4. The **Building Response Team** (BRT) including the principal, assistant principal, and a minimum of three (3) school staff members will be activated.
  - Joanne Hunt, Principal
  - Pamptata Sanders, Assistant Principal

- Roger Redhead, Dean of Students
- Robert Morales, Director of Operations
- Bridget Robinson, School Safety Officer
- Shannon Cullen, School Social Worker
- Rozzano Polson, Assistant Teacher

5. When necessary, the 79th precinct will be notified and assistance requested depending upon the situation.

#### **X. Acts of Violence**

- A. Acts of violence by students, teachers, other school personnel and visitors will have an immediate response by The Brooklyn Charter School Principal and Assistant Principal.
- B. The level of the threat will be determined by the Principal and/or Assistant Principal.
- C. Immediate areas of concern can be isolated or evacuated.
- D. School lock-down procedures will be initiated and School Safety Office will be notified along with the 79th precinct.
- E. Sheltering and early dismissal are also viable options that The Brooklyn Charter School may utilize.
- F. The **Building Response Team (BRT)** including the principal, assistant principal, and a minimum of three (3) school staff members will be activated.
  - Joanne Hunt, Principal
  - Pamptata Sanders, Assistant Principal
  - Roger Redhead, Dean of Students
  - Robert Morales, Director of Operations.
  - Bridget Robinson, School Safety Officer
  - Shannon Cullen, School Social Worker
  - Rozzano Polson, Assistant Teacher

#### **XI. Response Protocols**

- A. Protocol for emergencies in response to bomb threats, hostage-takings, intrusions and kidnapping in place:
  1. Immediately notify the Building Response Team (BRT) and identified decision makers.
  2. Initiate 911 systems.
  3. Procedure to notify parents-Utilizing the parent log book with primary and secondary phone contacts along with back-up phone numbers school's autodialing (school reach.org) system.
  4. Notify parents by school auto dialing (schoolreach.org) system.

#### **XII. Procedures for Obtaining Emergency Assistance from Local Government**

- A. The Brooklyn Charter School will initiate 911(via local telephone or cellular phone) in the case of an emergency (police, fire, medical, etc.) where the local government would have to be contacted.
- B. The Brooklyn Charter Building Response Team (BRT) will be activated where deemed appropriate by Joanne Hunt, Principal.

#### **XIII. Procedures for Obtaining Advice and Assistance from Local Government Officials**

- A. Any procedural assistance, needed by any and all state agencies, will come directly from the New York City Department of Education (NYCDOE), the Brooklyn Charter School authorizer.

#### **XIV. District Resources Available for Use in an Emergency**

- A. District resources available for use in an Emergency:
- a. Medical supplies, blankets, food and water.
  - b. Communication resources include cellular phones, two-way radios between all administrative personnel, one fax machine, multiple computers, and electronic phoning system to parents.

#### **XV. Procedures to Coordinate the Use of School District Resources and Manpower during an Emergency**

- A. The Brooklyn Charter School will use local and official manpower during times of emergency.
1. School safety
  2. The Brooklyn Charter School Building Response Team (BRT):
    - Joanne Hunt, Principal
    - Pamptata Sanders, Assistant Principal
    - Roger Redhead, Dean of Students
    - Robert Morales, Director of Operations
    - Bridget Robinson, School Safety Officer
    - Shannon Cullen, School Social Worker
    - Rozanno Polson, Assistant Teacher

*All listed above will maintain regular and consistent contact with each other and are the decision makers in times of crises known as the Building Response Team (BRT).*
  3. The Building Response Team (BRT) will initiate the General Response Protocol (GRP) in assigning staffing during an emergency.

#### **XVI. Protective Action Options**

- A. Protective Action Options
1. School Closures
    - a. Principal informs all staff to view the media and observe for any listed school cancellations due to emergency.
    - b. Parents have been forewarned to view all media outlets to know if a school cancellation has been initiated.
    - c. Parents will be notified by school's autodialing (school reach.org) system.
  2. Early Dismissal
    - a. Principal is the decision maker and sets the plan for the Manager of Student Services or Director of Technology to contact student's parents or guardians.
    - b. Principal will also have Building Response Team (BRT) contact parents/guardians and advise them to watch/listen to media outlets to observe weather conditions which may warrant an early dismissal.
    - c. The Building Response Team (BRT), Manager of Student Services or Director of Technology will contact the school bus company responsible for the transportation of students and prepare them for an early dismissal and arrangements for every student.



- d. Teachers will remain with students until all students are transported/dismissed to parents/guardians.
- e. The Building Response Team (BRT) will contact local media and update if necessary.
- f. Parents/Guardians will also be given phone numbers to contact school staff for inquiries.

**3. Evacuation**

- a. The principal will determine the level of the threat and if necessary, contact the 79th precinct, the school bus company, parents/guardians to inform them of where to pick up students, and the media if necessary.
- b. The Building Response Team (BRT) will clear all routes that students and school staff will use to secure a safe outlet.
- c. School staff will maintain an accurate account of all students and staff and will forward to the Building Response Team (BRT).
- d. Staff personnel will remain with students until all students are dismissed to parents/guardians.
- e. Principal will have an Incident Command Center active for parents/guardians to make inquiries.
- f. Parents will also have phone numbers to contact school personnel.
- g. If early dismissal is required, the Principal will make that determination and forward that decision to School Safety, parents/guardians, and media if necessary.

**4. Shelter-In**

- a. The principal will determine the level of threat.
- b. If necessary, students and staff will be directed to P.S. 54, 195 Sanford Street, Brooklyn N.Y. 11203. The designee at the location site is Emma Pelaezvelazquez (Principal) 718-834-6752.
  - 1. *In the event that the emergency has become too severe for the safety locations the Building Response Team will follow city, State, and/or Federal Officials.*
- c. An accurate count will be maintained by school staff and forwarded to the Building Response Team (BRT).
- d. The Building Response Team (BRT) will also have a minimum of two (2) medical kits.
- e. The Building Response Team (BRT) will be available to answer any questions for parents/guardians or other parties.
- f. Staff personnel will remain with students until all are signed out directly to parents/guardians.

**XVII. Recovery – District Support for Buildings**

A. In the event of a disaster or major emergency, the Brooklyn Charter School will make available to the Building Response Team (BRT):

- 1. Mental Health Services in house by referral, i.e., Woodhull mental Health Facility/Staff.

**XVIII.** Outsource referrals for mental health related to post traumatic stress (i.e., Disaster Mental Health Services) In the event of a disaster or emergency, the Brooklyn Charter School staff would utilize the services provided by:

- The Family Center 718-230-1379
- Interfaith Medical Center Outpatient Center 718-613-7251
- Brooklyn Center for Psychotherapy 718-622-2000

**XIX. Staff Trainings**

A. All members of the BRT (Building Response Team) will be trained in basic life support, CPR, and Defibrillator training every two years.

B. All members of the BRT (Building Response Team) will receive a refresher course yearly on basic first aid, CPR, and Defibrillator training.

**XX. Modifications**

Schools must continue to conduct eight (12) mandatory fire evacuation drills and four (4) mandatory lockdown drills throughout the school year. When planning drills, consideration will be given to how drill procedures are modified to minimize risk of spreading infection. Conducting drills is an important part of keeping staff and students safe in an emergency, however, steps will be taken to minimize the risk of spreading infection while conducting drills.

Students will be instructed that if it were an actual emergency that required evacuation or a lockdown, the most imminent concern is to get to safety; maintaining social distancing in an actual emergency that requires evacuation or lockdown may not be possible and should not be their first priority.

A. Modifications to evacuation drill protocols may include, but are not limited to:

- a. Conducting drills on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site. Staggering classrooms, minimizes contact of students in hallways, stairwells, and at the evacuation site. The drill will be conducted with all students in the building on that school day.
- b. All students regardless of the model, will receive proper instruction in emergency procedures, and participate in drills while they are in attendance in-person.
- c. Identify areas outside of the building in advance that will allow for social distancing while verifying that students and staff will not impede emergency responders.
- d. Identify, in advance, who will be holding the door to get out of the building, therefore reducing the amount of people touching the door hardware when leaving the building. Personnel that will be conducting this task will be assigned to hold the door until confirmation that everyone has evacuated the building has been established.
- e. As written in the established protocols, staff should bring all necessary items as well as extra face coverings and hand sanitizer.

B. Modification to Lockdown Drills may include, but are not limited to:

- a. Conduct lockdown drill in the classroom setting while maintaining social distancing and using masks.
- b. Conducting lockdown drills on a “staggered” schedule with smaller numbers of students present to maintain social distancing, however all students will receive instruction on emergency procedures and participate in drills while they are in attendance in-person.
- c. Conduct lockdown drill in the classroom without hiding or sheltering but providing an overview of how to shelter/hide in the classroom.
- d. Face coverings will be provided when necessary.

## **XXI. Zoom Meeting Protection**

### **1. PASSWORD PROTECT YOUR MEETINGS**

The simplest way to prevent unwanted attendees and hijacking is to set a password for your meeting. Passwords can be set at the individual meeting, user, group, or account level for all sessions. In order to do so, first sign in with your account at the Zoom web portal. If you want to set up a password at the individual meeting level, head straight over to the "Settings" tab and enable "Require a password when scheduling new meetings", which will ensure a password will be generated when a meeting is scheduled. All participants require the password to join the meeting. Subscription holders can also choose to go into "Group Management" to require that everyone follows the same password practices.

### **2. AUTHENTICATE USERS**

When creating a new event, you should choose to only allow signed-in users to participate.

### **3. BE ON TIME**

Do not allow others to join a meeting before you (as the host). You can enforce this setting, for a group under "Account Settings."

### **4. LOCK DOWN YOUR MEETING**

Once a session has begun, head over to the "Manage Participants" tab, click "More," and choose to "lock" your meeting as soon as every expected participant has arrived. This will prevent others from joining even if meeting IDs or access details have been leaked.

### **5. TURN OFF PARTICIPANT SCREEN SHARING**

No-one wants to see pornographic material shared by a Zoom bomber, and so disabling the ability for meeting attendees to share their screens is worthwhile. This option can be accessed from the new "Security" tab in active sessions.

### **6. USE A RANDOMLY-GENERATED ID**

You should not use your personal meeting ID, if possible, as this could pave the way for pranksters or attackers that know it to disrupt online sessions. Instead, choose a randomly generated ID for meetings when creating a new event. In addition, you should not share your personal ID publicly.

### **7. USE WAITING ROOMS**

The Waiting Room feature is a way to screen participants before they are allowed to enter a meeting. While legitimately useful for purposes including interviews or virtual office hours, this also gives hosts greater control over session security.

### **8. AVOID FILE SHARING**

Be careful with the file-sharing feature of meetings, especially if users that you don't recognize are sending content across, as it may be malicious. Instead, share material using a trusted service such as Box or Google Drive. At the time of writing, Zoom has disabled this feature anyway due to a "potential security vulnerability."

### **9. REMOVE NUISANCE ATTENDEES**

If you find that someone is disrupting a meeting, you can kick them out under the "Participants" tab. Hover over the name, click "More," and remove them. You can also make sure they cannot rejoin by disabling "Allow Removed Participants to Rejoin" under the "Settings: Meetings - Basic" tab.

Inquiries or questions regarding this School Safety Plan can be addressed with the school at 718-302-2085 or via e-mail at [contactBCS@brooklyncharter.org](mailto:contactBCS@brooklyncharter.org).