

# Middle School Safety Plan

Updated July 2023



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# General Considerations and Planning Guidelines

## Walt Disney Campus-Safety Team

Equality Charter Middle School is co-located with PS 160 and PS 168. The Campus Safety Team works with the school community and takes the lead in making decisions to ensure the safety of students, staff, visitors, and community members.

School Location: 4140 Hutchinson River Parkway E. Bronx, NY 10475

Precinct: PCT PBBX (718-822-5480)

Principal 1: P.S 160 Main Office: Lori Baker-718-882-8402

Principal 2: P.S 168 Main Office: Maureen Fullerton- 718-822-8460

Principal 3: ECMS Main Office : Amanda Huza- 718-320-3721

School Safety Officer: Natasha Cherry

Borough Safety Director: Sam Abbassi (718-741-7683 and Glenis Pole (718-741-7689)

Office of Pupil Transportation: 718-392-8855

Office of Special Commissioner of Investigations (NYC School District)-212-510-1500

New York State Central Register (Reporting Suspected Child Abuse)-800-635-1522

### Building Response Team 2022-2023 ( [Link to Live Updates](#) )

Name:	Role:	Back-Up:
D. Rocco (160x)	BRT Leader	M. Nix-Miller (160x)
N. Pagan (160x)	Incident Assessor	M. Anderson (160X)
M. Anderson (160x)	Emergency Officer	A. DiMarco(160X)
D. Badillo (160x)	Special Needs Coordinator	M. Lynch (160X)
M. Lynch (160x)	Assembly Point Coordinator	K. Gray (160X)
Khashmini Overly (Equality)	Recorder	

A. Fox (168x)	Special Needs Coordinator (168x)	
R. Bono (168x)	BRT Member	
A. Pagan (168x)	BRT Member	
C Oliva(168X)	BRT Member	

**Mosholu Building Response ( Afterschool Program) ( Link to live updates)**

<b>Name:</b>	<b>Role:</b>
Helda Rolon	BRT Leader
Allison Flowers	Incident Assessor
Marie Jean Francois	Emergency Officer
Anias Corpus	Special Needs Coordinator
Danielle Taylor	Assembly Point Coordinator
Erica Rodriguez	Recorder

**100% On-site  
Fire Drill/ Evacuation Roles**

<b>Name</b>	<b>Role</b>	<b>Backup</b>
Main Office 1 Anais Corpus  Walkie	<b>Sweep Lobby Area</b> Check room 334, staff lounge, Offices in lobby, 322, 323 and long green hallway to make sure all rooms are clear and doors are closed. Meet the 6th and 7th Wing sweeper. Signal All Clear in Stairwell B to 2nd Floor Post (Eye Contact) PS 160, then 1st Floor Post (Eye Contact) 168, exit the building and let outside 160 posts know the building is all clear.	Main Office 2 Debbie Posada

<p>Culture Support 1 Adel Morales</p> <p>MUST HAVE WALKIE</p>	<p><b>Sweep 6th and 7th Wing</b> Check to make sure all rooms and halls are clear, all doors must be closed, then Signal All Clear to <b>Main Office 1</b> and exit the building in front of the building. (If they aren't there, you wait).</p> <ul style="list-style-type: none"> <li>• Manage all GRP cards, then signal finally all clear from the front of the building. "ECS Front-All Clear"</li> </ul>	<p>Zaire Coore</p>
<p>Culture Support 2 Lachanda Williams</p> <p>MUST HAVE WALKIE</p>	<p><b>Sweep 8th Wing-</b> Check to make sure all rooms and halls clear, all doors must be closed, then Signal All Clear in Stairwell C, Signal All Clear in Stairwell B to 2nd Floor Post (Eye Contact) PS 160, then 1st Floor Post (Eye Contact) 168, then exit building and let outside 160 post know building all clear. (If they are not there, you wait.)</p> <p>Manage all GRP cards and signal finally all clear from the back of the building.</p>	<p>Lauren Nillson</p>
<p>Ops 1 Donyella Ramsey</p>	<p><b>Holding Room 329-</b> Receives a call, answer, and give the total number of people in the room. If no call comes, please inform Myers upon re-entry.</p>	<p>Maisha Campbell</p>
<p>Support Staff 1 Gina Wright</p>	<p><b>Holding Room 321-</b> Receives a call, answer, and give the total number of people in the room. If no call comes, please inform Myers upon re-entry.</p>	<p>Sheron Samaroo</p>
<p>Admin 1 TBD ( AP)</p>	<p><b>Lead at Muster-</b> Meet at the front steps of the school (Command Post), then muster in front of the gym. In the following drill, send an email around all important information from Muster.</p>	<p>Admin 2 Amanda Huza</p>

**Manage GRP Cards-**

- Must be held overhead
- Green= All Clear
- Red= Missing scholar or extra scholars (you must respond)
- Cross= Medical Attention needed (please radio medical assistance needed ECS Front)

**100% On-site  
Soft Lockdown  
Sweep Team**

Name	Role	Backup
Admin 1 (TBD) Assistant Principal	<b>Administrative Lead</b>	Admin 2 Amanda Huza
Culture Support 1 Adel Morales	<b>Sweep 6th and 7th-</b> Ensure all halls are clear, everyone is silent, all windows are covered, and doors are locked.	Zaire Coore
Culture Support 2 Lachanda Williams	<b>Sweep 8th-</b> Ensure all halls are clear, everyone is silent, all windows are covered, and doors are locked.	Lauren Nilsson
Main Office 1 Anais Corpus	<b>Sweep Main Lobby Area -</b> Check from room 334- Library and long green hallway to ensure all halls are clear, everyone is silent, all windows are covered, and doors are locked.	Main Office 2 Debbie Posada

**ECS Summer School 23-24**

**Fire Drill/ Sweeper Support**

Updated 7/7/24

Name	Role	BackUp
<b>On-site Admin</b> AP (TBD), Huza	<b>Administrative Lead</b> Meet at the front steps of school (Command Post) then muster in front of the gym. Following drill, send email around all important information from muster.	<b>On-site Admin</b> AP (TBD), Huza
<b>On-site ILT</b> Samaroo, Overly, Nilsson	<b>Sweep Lobby Area and 6/7 Side</b> Check from room 334- Library and long green hallway to make sure all rooms are clear and	<b>On-site ILT</b> Samaroo, Overly,

	doors are closed. Walk to the second floor and wait to signal Final All Clear in Stairwell B to 2nd Floor Post, then to the 1st floor and wait to signal Final All Clear to PS 160, then exit the building. <b>Last, one person radio building all clear 3rd, 2nd, and first floor in the front.</b>	Nilsson
<b>On-site Operations</b> Anais, Posada, and Sukhu	<b>Sweep 8th Side</b> Check to make sure all rooms and halls are clear including 329, all doors must be closed, then Signal All Clear in Stairwell C, to 2nd Floor Post, then to the 1st floor and wait to signal Final All Clear to PS 160, then exit the building. <b>Last, one person radio building is all clear 3rd, 2nd, and first floors in the back.</b>	<b>On-site Operations</b> Anais, Posada, and Sukhu
<b>Parent Coordinator</b> Donyella Ramsey	<b>Holding Room 321- if there is no call please report it to Admin</b> Receives a call, answer and give the total number of people in the room	<b>Operations</b> Anais, Posada, and Sukhu
<b>Summer School Staff</b> AP ( TBD), Huza	<b>BRT Recorder</b> Report to Command Post and take notes on paper or in shared folder	<b>On-site Admin</b> AP (TBD), Huza

**Soft Lockdown  
Summer School Sweep Team**

<b>Name</b>	<b>Role</b>	<b>Backup</b>
<b>On-site Admin</b> AP ( TBD), Huza	<b>Administrative Lead</b>	<b>On-site Admin</b> AP (TBD), Huza
<b>On-site ILT</b> Samaroo, Overly, Nilsson	<b>Sweep 6th and 7th-</b> Ensure all halls are clear, everyone is silent, all windows are covered, and doors are locked.	<b>On-site ILT</b> Samaroo, Overly, Nilsson
<b>On-site Operations</b> Anais, Posada, and Sukhu	<b>Sweep Main Lobby Area -</b> Check from room 334- Library and long green hallway to make sure all halls are clear,	<b>On-site Operations</b> Anais, Posada, and Sukhu

	everyone is silent, all windows are covered, and doors are locked.	
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School Year 21-23  
Shelter In

**EXIT**

**STAFF MEMBER**

Exits 4-5	Roy Bono X168
Exit 7 Ramp	Eric Morales - X168
Exit 6A Near Room 100	Aaron Pagan - X168
Exit 6 B Near Room 100	Carmelo Guadalupe- X168
Exit 8-9 Main Entrance	Lachanda Williams EQ
Exit 10 Staff Lunchroom	Nikki Barnfather EQ
Exit 11 Near Gym	Kwafi Gray X160
Exits 2-3 Across from Room 136	Debbie Posada EQ
Exit 1 (2 Doors) Near Room 144	Zaire Coore EQ
Rooms 142, 138, 136, 122, 120, 106, 102, 100	Classroom Teachers will secure doors.

*The School Safety Team will hold safety meetings every month to discuss related issues and concerns. One of these monthly meetings will be a public meeting to which parents and community members will be invited.*

**District-Wide School Safety Plan Review and Public Comment**

Equality Charter Middle School's school safety plan is to be made available for public comment at its presentation during the public August School Board meeting. School personnel, parents, students and any other interested parties can make comments or suggestions at the October public school board meeting.



## Safety Components

### **Risk Reduction and Prevention/Intervention Strategies**

Equality Charter Middle School believes strongly in implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols include Program Initiatives, Training/Drills/Exercises, School Security Policies and Procedures, and Maintenance of Educational Agency contact information.

The following prevention strategies and interventions will be used consistently by Equality Charter School to reduce risk and maximize safety proactively:

- A. Group/Individual counseling
- B. Peer Mediation
- C. Mentoring program
- D. Sessions on responsible use of social media
- E. De-escalation training as needed

### **Training, Drills, Exercises**

Evacuation drills

- A. A total of 12 fire drills will be conducted for the school year. The first eight fire drills will be conducted between September 1<sup>st</sup> and December 1<sup>st</sup>.
- B. The first evacuation drill will be conducted no later than the third week of school, and nine additional drills will follow until the end of the regular school year.
- C. During summer school sessions, two evacuation drills will be conducted, one of which will occur during the first week of summer school. An Emergency Drills log will be kept that includes the date of each evacuation drill, the speed of completion, and any issues observed by administrators or school staff.
- D. At least one of the evacuation drills will be an evacuation drill in which all staff and students will be directed to our designated evacuation site.
- E. Two lockdown drills will be conducted. One before October 31 and the other between February 1<sup>st</sup> and March 14<sup>th</sup>

### Early Detection of Potentially Violent Behaviors

- A. Expert guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff during the Professional development as part of the school safety plan review.
- B. The Safety Team will provide school staff with regular violence prevention instruction and reminders of reporting protocol and procedure of any potentially violent warning signs and/or not limited to violent tendencies.

### Response –Notification and Activation (Internal and External Communications)

- A. In the event of a violent incident, the PBBX precinct will be contacted by phone at (718-822-5480), or 911 will be called in the most extreme cases.  
In the event of a violent incident, the school’s Principal is responsible for calling law enforcement. In their absence, the Assistant Principal will assume that duty.
- B. In the event of a hazardous or emergency, parents will be notified by the school’s auto-dialing system. If the system is inoperable, the Director of Operations, Amanda Myers, and her office staff will reach out to parents and keep staff updated. The Director of Operations maintains an accurate hard copy of all student parent contacts. Additionally, all staff members maintain a list of all students and their parents’ contact information on their emergency clipboards. All parent contacts will have on file: home phone number, work phone number, wireless phone contact, emergency backup phone number, addresses, medical issues, etc. The Director of Operations has a cellular phone that will enable parent contact.
- C. Two-way radios are used for internal communication among staff

### Multi-Hazard (Situational) Responses

- A. General Response Protocols for various emergencies (such as fire, intruder, missing child, and code blue (medical emergency) are outlined on pages 11-19 of this plan. Responses to all other situations are provided below:

Emergency Situation	Response
Threat of Violence	Inform Principal, contact security

Explosive/ Bomb Threat	Inform Principal, contact security and Emergency Information Center and 911
Hostage/Kidnapping	Inform Principal, contact security and Emergency Information Center and 911
Civil Disturbance	Inform Principal, contact security
School Bus Accident	Inform Principal, contact Emergency Information Center.
Gas Leak	Inform Principal, contact security, and contact building maintenance.
Hazardous Materials	Inform the Principal, contact security and Emergency Information Center, and 911
Biological Threat	Inform the Principal, contact the Department of Health and 911 if necessary.
Radiological Threat	Inform Principal, contact the Department of Health and 911 if necessary.
Epidemic	Inform Principal, contact the Department of Health if necessary.
Weather Related/Natural Disaster	Pre-warning from the Principal or Executive Director. School staff and students are advised through the auto dialing system to stay informed by watching the news

**Responses to Acts of Violence: Implied or Direct Threats**

Equality Charter School will be swift and deliberate in responding to any threat from any source, as outlined in the school's code of conduct and employee handbook.

Source of Threat	Plan
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Student	<ul style="list-style-type: none"> <li>● Implement de-escalation procedures (remove student from situation, have Dean discuss incident and causes for incident with student)</li> <li>● Determine level of threat (Critical, High, Medium, Low)</li> <li>● Inform Principal</li> <li>● As necessary, contact parent/guardian, police and/or hospital</li> <li>● As necessary, inform staff</li> <li>● Monitor situation to ensure it is resolved</li> </ul>
Staff	Inform Principal and contact law enforcement authorities if necessary
Visitor	Inform Principal and contact law enforcement authorities if necessary
Other school personnel	Inform Principal and contact law enforcement authorities if necessary

### Acts of Violence

Equality Charter School will be swift and decisive in responding to any acts of violence in the school building to ensure the safety of all students and staff.

- A. Acts of violence by students, teachers, other school personnel, and visitors will have an immediate response by Equality Charter School's Principal/Assistant Principal.
- B. The threat level will be determined by the Principal/Assistant Principal.
- C. The immediate area will be isolated or evacuated if appropriate.
- D. The school will be locked down, and the Bronx Safety Borough Director, PBBX precinct, and /or 911 will be notified.
- E. Shelter-in and early dismissal are also viable options Equality Charter School may utilize depending on the situation.

- Per Emergency Readiness Training, schools are reminded to call 911 in the event of a threat to their campus in the form of a social media post, Google search result, or any other form and work with NYPD to conduct an appropriate investigation, including a wellness check to the homes of any related individuals.
- Schools in DOE space should also notify their School Safety Agent (SSA) immediately upon identifying the threat. In the event the threat is identified off campus or on a weekend/holiday, schools in DOE space should also notify School Safety at 1-888-NYC-SAFE. Schools should work closely with the Building Council (including the immediate notification of all co-located

principals), the Building Response Team, and building Crisis Supports to properly assess the threat and take the proper action. School leaders should continue to reference their Emergency Readiness Training materials. Additional resources and tools can be found on the DOE InfoHub: Safety and Emergency Preparedness.

- Once the SSA and BRT have been notified, notify the Charter Schools Office by submitting an Emergency ticket via [www.charterschools.mojohelpdesk.com](http://www.charterschools.mojohelpdesk.com).

### **Response Protocols**

For all emergencies:

- A. Parents - The Principal/Assistant Principal will determine if and when parents need to be informed and will do the informing or delegate the task to the Safety Coordinator. This will be done in consultation with the administrative team.
- B. Media –The Executive Director or Principal will determine if and when the media needs to be informed and will do the informing. This will be done in consultation with the Board of Trustees and authorizer.
- C. The School Safety Team will convene within 48 hours to conduct a situation debrief. The Debrief process will include soliciting input from all school constituencies. The process will be overseen by the Executive Director and/or Principal. The results of this will inform plan updates.

### **Arrangements for Obtaining Emergency Assistance from Local Government**

As necessary, the Executive Director or Principal will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/ Safety Plan Binder or clipboard. A soft and hard copy of this contact information will be maintained by the Director of Operation, Principal, and Assistant Principal in their offices.

- A. In case of an emergency in which local government agencies are needed (Police, Fire, Medical, etc.), Equality Charter School will dial 911(via local telephone or cellular phone).
- B. A record will be maintained of all Local Government Emergency Assistance requests and responses.
- C. Equality Charter School's Safety Team will be utilized where appropriate by the Executive Director or Principal.

### Procedures for Obtaining Advice/Assistance from Local Government Officials

As necessary, the Executive Director or Principal will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. Such agencies will be contacted by phone. Contact names and numbers for all relevant local government officials and agencies and the Red Cross will be maintained in the School Emergency/ Safety Plan Binder and Clipboard. A soft and hard copy of this contact information will be maintained by the Executive Director, Principal, and Director of Curriculum in their offices. *\*A record will be maintained of all Local Government Official's and Agencies' requests and responses.*

### School Resources Available for Use in an Emergency

The following school resources are available in case of an emergency:

- A. School Safety Team
- B. Two-way radios
- C. Cell Phone
- D. First aid kit
- E. Automated External Defibrillator (AED)
- F. Flashlights
- G. Blankets, food, and water

### Protective Action Options

Situation	Plan
School Cancellation	<ul style="list-style-type: none"> <li>• Monitor situation that may warrant school cancellation through NYC TV &amp; Radio Stations</li> <li>• Make cancellation determination</li> <li>• Inform Families/Students via autodialing system</li> <li>• Inform Staff</li> <li>• Inform Board</li> <li>• As necessary, inform other parties</li> </ul>
Early Dismissal	<ul style="list-style-type: none"> <li>• Monitor situation that may warrant early dismissal</li> <li>• Make early dismissal determination</li> <li>• Agree time to send early dismissal signal</li> <li>• Contact Transportation providers and make required arrangements</li> <li>• Inform Families/Students</li> <li>• Inform Staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Retain appropriate school personnel on site until all students have been dismissed/picked up</li> </ul>
Evacuation (before, during and after school hours)	<ul style="list-style-type: none"> <li>• Determine level of threat</li> <li>• Contact Transportation providers and provisionally make required arrangements</li> <li>• Clear all evacuation routes and sites</li> <li>• Evacuate staff and students to PS 138, 182 or 36. Account for all students and staff. Report any missing persons to Executive Director or Principal</li> <li>• Make determination regarding early dismissal</li> <li>• If dismissing early, contact families/transportation providers for pick up</li> <li>• Ensure adult/continued school supervision/security</li> <li>• Retain appropriate school personnel on site until all students have been dismissed/picked up</li> </ul>
Movement to Sheltering Sites	<ul style="list-style-type: none"> <li>• Determine level of threat</li> <li>• Confirm sheltering location, depending on nature of incident</li> <li>• Evacuate staff and students to PS 138, 182 or 36</li> <li>• Account for all students and staff. Report any missing persons to Executive Director or Principal</li> <li>• Make determination regarding early dismissal</li> <li>• If dismissing early, contact families/transportation providers for pick up</li> <li>• Ensure adult/continued school supervision/security</li> <li>• Retain appropriate school personnel on site until all students have been dismissed/picked up</li> </ul>

### Recovery – District Support for Buildings

In the event of a disaster or major emergency, Equality Charter School would have available to the School Safety Team:

- A. Mental health services in house by referral.
- B. Outsource referrals for mental health related to post traumatic stress

### Disaster Mental Health Services

In the event of a disaster or emergency, Equality Charter School staff would utilize the services provided by Equality Charter School and NYCDOE. Staff and students will be given referrals to Mental Health Professionals as needed by the School's Nurse.

### **Staff Trainings**

All staff members who are on the School Safety Team will be trained in CPR and AED every 2 years. Additionally a minimum of 10 staff members will be CPR and AED trained at all times.



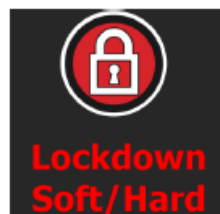
## Safety Drill & Real Emergency Procedures

### **Lockdown:** (*Soft or Hard Lockdown*)

- ✓ **Students:** Remain silent and quickly move out of sight and away from the door.
- ✓ **Teacher:** Quickly retrieve any students in hallway and lock the classroom door.
- ✓ **Teacher:** Wait for responders to open the door (or) await the "all clear" announcement:  
"The lockdown has been lifted."

### **Shelter- In:** (*The threat is outside of the building*)

- ✓ **Students:** Remain inside the building and follow directions of staff.
- ✓ **Teacher:** Increase situational awareness.
- ✓ **Teacher:** Conduct business as usual.
- ✓ **Teacher:** Follow all announced directions.
- ✓ **Remember:** *No one will be permitted to enter or leave the building during a Shelter- In.*



### **Evacuate:** (*Fire Alarm or Directions*)

- ✓ **Students:** Leave your items behind.
- ✓ **Students:** Form a line, remain quiet and listen to directions from your teacher.
- ✓ **Teacher:** Lead students to evacuation location and take attendance.
- ✓ **Teacher:** Notify BRT/SSA staff if there are missing, extra, or injured students.
- ✓ **Teacher:** Remind students that the use of electronic devices is prohibited.

## General Response Protocol



**LOCKDOWN** - "Attention: We are now in Soft/ Hard Lockdown. Take Proper Action."

**Students must:**

1. Move out of sight and maintain silence.

**Teachers must:**

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off.
2. Move out of sight and maintain silence.
3. Wait for First Responders to open door, or until hearing the "All Clear" message: "The Lockdown has been lifted", followed by specific directions.
4. Take attendance and account for missing students by contacting main office.



**EVACUATE:** The fire alarm system is the initial alert for staff and students to initiate an evacuation due to fire. Any necessary PA alerts made must offer specific instructions.

**Students must:**

1. Leave belongings behind and form a single file line.

**Teachers must:**

1. Secure evacuation folder (with attendance sheet and Assembly Cards).
2. Lead students to evacuation location as identified on Fire Drill Posters.

**ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS.**

3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Cards.

***When evacuating because of a bomb threat or suspected explosive device, the use of electronic devices is prohibited.***



**SHELTER-IN** - "Attention: This is a Shelter-In. Secure all exit doors."

**Students must:**

1. Remain inside of building.
2. Conduct business as usual.
3. Respond to specific staff directions.

**Teachers must:**

1. Increase situational awareness.
2. Conduct business as usual.
3. The Shelter- In directive will remain in effect until hearing the "All Clear" message: "The Shelter-In has been lifted", followed by specific directions.

BRT members, floor wardens, and Shelter-In staff will secure all exits and report to specific post assignments.

### Difference Between Soft & Hard Lockdown

**Soft Lockdown** implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School

**Safety Agents will mobilize to the designated command post for further direction.**

***Hard Lockdown* implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders (WE DO NOT CONDUCT HARD LOCKDOWN DRILLS).**

## Missing Child Protocol

### **Missing student or student who has run away from assigned staff.**

Please note: this procedure must immediately be followed when a student has been reported missing, the student's whereabouts cannot be confirmed, and there is concern for the student's safety or well-being. Schools must be prepared to initiate a soft-lockdown AND assign staff to secure the exit doors in an effort to prevent the student from leaving the building.

### **If it is confirmed that the student has exited the building:**

- A. Immediately call 911(including transit police), and notify the Principal/Designee, Emergency Information Center (EIC), and the Borough Safety Director (BSD). Provide a clear description of the student including where the child was last observed. Include the following information in the description.
  - a. Height and approximately weight
  - b. Ethnicity
  - c. Complexion and hair color
  - d. Attire and any distinguishing features
  - e. Verbal or non-verbal
  - f. Languages spoken
- B. Notify the School Safety Agent (SSA) in the building so that the Borough Command and School Safety Division can activate their protocols
- C. Immediately monitor the video surveillance system (if applicable) including perimeter cameras.

- D. Notify the parent.
- E. Review the Blue Card to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.
- F. Activate the Building Response Team (BRT) and open the Command Post and gather all relevant information necessary to work with the first responders and law enforcement (description of the student, blue card information, photograph (if available)). If applicable, review the student's Individual Education Plan (IEP) to determine what additional supports are required.
- G. When the parent arrives at the school, escort the parent to the command post so that the parent may discuss the incident with school officials and law enforcement. Where applicable, have the parent coordinator accompany the parent in order to provide additional support for the family. A representative of the school crisis team should also report to the Command Post to provide support for the family.
- H. Notify the Principal/designee and the School Safety Agent.
  - a. Provide a clear description of the student including where the child was last observed. Include the following information in the description.
    - a. Height and approximately weight
    - b. Ethnicity
    - c. Complexion and hair color
    - d. Attire and any distinguishing features
    - e. Verbal or non-verbal
    - f. Languages spoken
- I. Activate the BRT, and open the Command Post. Provide all BRT members, School Safety Agents, Shelter-In Safe, and floor searchers a description of the student, and if available, a photograph of the student. If applicable, review the student's IEP to determine what additional supports are required.
- J. Immediately monitor the video surveillance system (if applicable) including perimeter cameras.
- K. Initiate a Shelter-In and assign staff to secure the exit doors. Use the following language for the school-wide alert: "Attention, we have a missing child. Please discontinue any out of class passes and all students should immediately return to their classroom. We are looking for (use the name and description you have). All staff, if you know where this student is, please call extension (insert phone extension to call)."
- L. If the student is observed on the camera system, immediately deploy search staff to the location where the student was observed. This includes areas outside of the school building

- M. Inside the building, all rooms and offices, including restrooms and access to the basement must be searched.
- N. After an initial sweep of the building, if the student has not been located, immediately call 911 (including transit police), EIC, and the Borough Safety Director.
- O. If available, provide law enforcement with a photograph of the missing student.
- P. Notify the parent of the student and continue searching the building
- Q. Review the Blue Card to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.
- R. When the parent arrives at the school, escort the parent to the command post so the parent may discuss the incident with school officials and law enforcement. Where applicable, have the parent coordinator accompany the parent in order to provide additional support for the family. A representative of the school crisis team should also report to the Command Post to provide support for the family.

## CPR And AED Internal Response Plan

- A. There is a determination that there is an unconscious victim
- B. 911 is called.
- C. Via the PA system, intercom system, or word of mouth, the following announcement is made, "Code Blue". This is stated three times and the location of the emergency is stated.
- D. Notification is given to the Executive Director or Principal. The location of victim is stated.
- E. The caller states to 911 operator, "We have a defibrillator with the victim."
- F. Unless the caller is the person retrieving the AED, the caller must stay on the line with the 911 operator unless the operator hangs up.
- G. The Assistant Principal will be notified by the main office staff to retrieve the AED and report to the emergency area.
- H. Members of the administration will report immediately to the emergency area. All trained personnel will immediately drop off their class to the nearest teacher or get emergency coverage and then proceed to the emergency area. Administration will let them know if they are needed for any reason.
- I. The main office staff will notify security agent that there is an emergency and will send a school aid or other school personnel to cover the security desk so that the security officer can report to the emergency area.
- J. At the scene, the trained personnel will provide assistance to the victim.
- K. After the AED response has been made the AED Program Manager, Donovan A. Lauther will be contacted at (718) 391-8227.

### AED MAINTENANCE LOG - Main Office 234 (Updated L

Name:	Date:	Signature:
1. Daniela Rocco	September 27, 2021	
2. Toussant Fitts	October 18, 2021	
3. Nellie Pagan	November 8, 2021	

5. Lisa Spina	November 29, 2021	
6. Alexandra Dimarco	December 20, 2021	
7. Daniela Rocco	January 10, 2022	
8. Toussant Fitts	January 31, 2022	
9. Nellie Pagan	February 28, 2022	
10. Lisa Spina	March 21, 2022	
11. Sheldon Lindsay	April 11, 2022	
12. Alexandra Dimarco	May 9, 2022	
13. Daniela Rocco	May 30, 2022	
14. Lisa Spina	June 20, 2022	

**AED MAINTENANCE LOG- Main Lobby**

<b>Name:</b>	<b>Date:</b>	<b>Signature:</b>
1.	September 27, 2021	
2.	October 18, 2021	
3.	November 8, 2021	
5.	November 29, 2021	

6.	December 20, 2021	
7.	January 10, 2022	
8.	January 31, 2022	
9.	February 28, 2022	
10.	March 21, 2022	
11.	April 11, 2022	
12.	May 9, 2022	
13.	May 30, 2022	
14.	June 20, 2022	

Appendix

[Assembly Cards](#)

[HOLD: Lock & Hold](#)