



# **EMBLAZE ACADEMY**

## CHARTER SCHOOL

### **Project SAVE**

### **(Safe Schools Against Violence in Education)**

## **DISTRICT-WIDE SCHOOL SAFETY PLAN 2024 - 2025**

Commissioner's Regulation 155.17

### **INTRODUCTION**

The goal of the School (SAVE) Safety Plan is to help prepare the Emblaze Academy community to respond to all types of emergencies or crises calmly, safely and quickly. This plan provides clear and detailed information outlining the chain of command and actions individuals can take if and when they respond to an emergency, crisis, or hazard.

Our first priority in planning for an emergency is to keep our students and staff safe from harm, and to prevent violence or unsafe conditions. We must be vigilant in preventing their exposure to hazards, or dangerous situations whenever possible. We ask that all staff familiarize themselves with this plan before an emergency arises, so that we will be able to respond to crises efficiently and safely. Everyone in our community plays an important role in crisis prevention and response. By modeling a safe and efficient response to adversity, we can help support our students and broader school community's return to normalcy in the wake of an emergency.

## SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES

### A. Concept of Operations

This Plan has been developed using the New York State Education guidance document as well as checklists. In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Emergency response actions, including Crisis Response, may be supplemented by involving County and State resource through established protocols.

### EMERGENCY TELEPHONE NUMBERS

#### All Emergencies – 911

<p><b>Police Department – 41<sup>st</sup> Precinct</b> 1035 Longwood Ave, The Bronx, NY 10459 17185424771</p>	<p><b>FDNY: 911</b></p> <p><b>Local Fire Department – FDNY Engine 94/Ladder 48/Battalion 3</b> 1226 Seneca Ave, The Bronx, NY 10474</p>
<p><b>American Red Cross</b> 877.733.2767</p> <p><b>Con Edison</b> 800.752.6633</p> <p><b>Hazardous Materials 911</b></p>	<p><b>Children Services (ACS)</b> 974 Morris Park Ave, The Bronx, NY 10462 12129798800</p> <p><b>Reporting to Central Registry 800.342.3720</b></p> <p><b>Sex Crimes Report Line 212.267.7273</b></p> <p><b>Emergency Children Services 212.966.8000</b></p> <p><b>Safe Horizons, Crisis Center 800.621.4673</b></p> <p><b>Missing Children 1.800.FINDKID</b></p> <p><b>Missing Person Squad 212.694.7781</b></p>
<p><b>Hospitals &amp; Clinics</b></p> <p><b>El Nuevo San Juan Health Center/Simpson Pavilion</b> 1065 Southern Boulevard/ 1054 Simpson Street Bronx, New York 10459</p> <p><b>Bella Vista Health Center</b> 890 Hunts Point Avenue Bronx, New York 10474</p> <p><b>Lincoln Medical Center</b> 234 E 149th St, The Bronx, NY 10451 17185795000</p>	<p><b>NYC Department of Health &amp; Mental Hygiene 311</b></p> <p><b>NYC Information Line 311</b></p> <p><b>NYC Terrorism 888.NYC.SAFE</b></p> <p><b>Poison Control Center 212.764.7667</b></p> <p><b>Telephone – line trouble 611</b></p> <p><b>National Weather Service-New York Area</b> 631.924.0517</p>

### B. Plan Review and Public Comment

While linked to the District-wide School Safety Plan, Building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

## B. Identification of School Teams- Hiring and Screening of School Personnel

The following hiring and screening practices are followed for the hiring of all personnel:

- Fingerprinting and Criminal Background Checks-For all employees hired by the school district, the district completes a fingerprinting and criminal background check prior to appointment. No employee is every left unsupervised with students until fingerprint clearance is received.

## c. The School has created a District-wide School Safety Team including the following persons:

Please note: staff with asterisks are AED/CPR Certified

### Emergency Call List & Team Assignments

<b>Crisis Management Team</b>	<b>The Crisis Management team gathers together and makes decisions about how to manage the crisis.</b>	
<b>Name</b>	<b>Title</b>	
Shakina Hinton	Head of School	
Hyrjana Dibra*	Director of Operations	
Brittany Watson	Director of School Culture	
Toni Vails	Director of School Culture	
Shaunice Turner	School Counselor	
Caryn Rhodes	School Counselor	
<b>Emergency Response Team</b>	<b>The Emergency Response team executes on directions and plans from the Head of School</b>	
Michael McCray	Director of Math	
Dasmin Croft	Director of Humanities	
Peta Gaye Morrison	Director of Science & ESL	

Stacy Chavez*	Assistant Director of Operations	
Nicole Mena*	Operations Associate	
Natalie Claudio	Office Manager	
<b>Governing Board of Trustees</b>	<b>The Governing Board of Trustees need to be made aware of the crisis. They may play a role in how the crisis is communicated, or handled</b>	

## SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

School resources and personnel available for use during an emergency:

**CRISIS MANAGEMENT/EMERGENCY RESPONSE TEAM CHAIN OF COMMAND:** In an emergency, here is the order of who would be in charge, and who would do what.

- 1) **Co-Heads of School (HOS):** in charge of the crisis
- 2) **Directors of School Culture (DSC):** would be second in command. If both Co-Heads of School are out, DSC would be in charge. As second in command, DSC would be the main adviser on the steps of the emergency procedures and on how to access resources to execute the steps (E.g. how to send a “Jive” message, would give directions to emergency team members)
- 3) **Academic Directors, Operations Manager, Operations Associate & School Counselors:** Members of the Emergency Response Team, who will assist during an emergency with assignments delegated by person in charge.

<b><u>Equipment</u></b>	<b><u>Location</u></b>
First Aid Kits	Main Office
Defibrillator	Main Office Adjacent & 3 <sup>rd</sup> Floor
Portable Fire Extinguishers	Cellar – 4 <sup>th</sup> Floors

**Drills and Exercises**

Procedures for review and the conduct of drills and exercises to test components of the emergency response plan, including for the regular school year, regular school day:

- Eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year.
- Four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress.
- Conducting drills at different times of the school day.
- Students shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly;

#### **Actual Drills:**

- Bus Safety
- Fire/Evacuation
- Lockdown
- Shelter-in-place
- Medical/AED emergency

#### **Implementation of School Security**

Safety Response School staff is trained to be vigilant pertaining to threats against students and staff (i.e. bullying). The district continues to promote a culture of respect for the students and staff through the Dignity for All Students Act.

#### **Security Devices**

- Surveillance cameras placed on various locations on campus
- Photo ID cards are issued to staff and badges to visitors, plus a sign in and sign out log.
- Visitors are required to wear a "Visitor" tag.
- All outside doors remain locked, but are accessible as an exit.

#### **CRISIS MANAGING GUIDELINES FOR THE CRISIS MANAGEMENT TEAM**

The following sections are a general guideline for Emblaze Academy emergency situations, and not for specific emergencies. Specific emergency guidelines are listed below in subsequent sections, and all Emblaze Academy employees should familiarize themselves with them, prior to an actual emergency.

#### **WHAT IS A CRISIS?**

A crisis is always an unexpected, sudden, and/or dangerous event. A School must be prepared to anticipate and deal with a variety of crisis situations. Below is a selection of possibilities, but these are by no means the only possible crisis situations.

- A vehicular accident involving a student or faculty.
- A chaperone suffers a heart attack during a school-sponsored trip.
- A parent or faculty member dies suddenly.
- A teacher engages in sexual misconduct.

- Fire breaks out while school is in session.
- Hazardous waste is leaking somewhere on or near school.
- A fugitive runs into the school.
- A student is found unconscious or under the influence of an unknown substance.

Determining whether an event is a crisis will necessitate a judgment call. The members of the Crisis Management/Emergency Response Team, and others at the School should err on the side of caution when considering whether or not a situation could or has developed into a crisis. Remember the first rule of emergency response: “Make a decision, do not allow the situation to further deteriorate, without taking some action.”

## **GENERAL GOALS FOR MANAGING A CRISIS**

When facing a crisis, the following—in order of priority—are the general objectives that the Crisis Management/Emergency Response Team at Emblaze Academy and their advisors must keep in mind.

1. To get immediate help for those who may be in danger of physical or emotional harm, and to take care of those for whom the School is responsible—starting with students.
2. To help the community deal with the situation. When determining the course of action to take prior to an emergency, you must consider the impact on your local community. Through planning, you can reduce the negative impact on your local community by your actions taken during an emergency. i.e.: during an evacuation, due to a building condition, such as a fire, make sure your evacuation locations do not impact the flow of pedestrian or vehicular traffic. Find an open area to move your students to, once you have safely evacuated the building.
3. To maintain the integrity of the School as an educational institution. Consider the impact, and long-term effects certain situations such as, active shooter, infectious disease, and continuous criminal activity, would have on the school, and its long-term existence.
4. To work in partnership with local government emergency response personnel. Records of all requests and responses from these government agencies should be maintained at all times.

## **PRE-CRISIS PREPARATIONS**

Preparation is the key to surviving in a crisis. Read the School (SAVE) Safety Plan, train for the likely scenarios you might face, take charge, and direct your team to respond based on their training. Most importantly, remain calm. Remember in most emergencies, you will have moments to make rational decisions. Do not jump to conclusions or lose your composure. Fall back on your preparation and training.

1. Establish a management structure: e.g., what happens if the Director of School Operations is not accessible? In the event the Head of School is not present, then identified members of the Emergency Response/Crisis Management Team will be in charge. See instructions under “Crisis Management Team Chain of Command”. Vacation coverage should be posted.
2. Make sure that the system for notifying the school community is current, both for employees and for parents. Using the school messenger system, Jive, to deliver information by voice, text, and/or email as appropriate ensures that the same information is provided to everyone.

3. Update a list of experts to help with a crisis situation, especially one that might occur over vacations, on weekends and at times when the School's lawyer or psychologists cannot be reached easily. Ensure the members of the ERT and CMT have access to this list at all times by laptop, phone or hard copy stored at their residence.
4. Establish who will be the School's spokesperson, if there is a need for publicity or a need to respond to the public or press inquiries. This person should have immediate access to all information, have administrative support, know the major media outlets, and have a list of experts who might be consulted to handle the press.

### **RESPONSE TO FIRE IN EMBLAZE ACADEMY-GENERAL INFORMATION**

Fire Evacuation procedures and guidelines are included in the building-level school safety plan.

### **GUIDELINES TO BE FOLLOWED DURING ACTUAL EMERGENCY**

Procedures and guidelines are included in the building-level school safety plan.

### **AFTER-HOURS EMERGENCY (Outside of mechanical emergency)**

Procedures and guidelines are included in the building-level school safety plan.

### **EVACUATION/RELOCATION PLAN - GENERAL**

Evacuation procedures and guidelines are included in the building-level school safety plan.

### **ACCIDENT/MEDICAL EMERGENCY/FIRST AID**

Procedures and guidelines are included in the building-level school safety plan.

### **NOTIFICATION OF INFECTIOUS DISEASE-POSSIBLE EXPOSURE TO EMBLAZE ACADEMY**

Procedures and guidelines are included in the building-level school safety plan.

### **INTRUDER/UNIDENTIFIED VISITOR/ASSAULT/HOSTAGE**

Procedures and guidelines are included in the building-level school safety plan.

### **SUSPICIOUS PACKAGE/MAIL**

Characteristics of Suspicious Letters and Packages

- Origin-Postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address is given.
- Postage – Excessive or inadequate postage.
- Package sent to person no longer at school.
- Sent by someone you don't know.
- Letter bombs may feel rigid or lopsided or unusually thick, letter/package seems heavy for size.
- Protruding wires, strange odors or stains.
- An unusual amount of tape.
- Buzzing, ticking or a sloshing sound.
- Irregular shape, soft spots or bulges.
- Hand-written address with no return address or a return address that can't be confirmed as legitimate.
- Is marked "PERSONAL" or "CONFIDENTIAL".

Procedures and guidelines are included in the building-level school safety plan.

### **BOMB THREAT**

Procedures and guidelines are included in the building-level school safety plan.

#### **BOMB THREAT CHECKLIST**

Exact time of call \_\_\_\_\_

Exact words of caller \_\_\_\_\_

#### **QUESTIONS TO ASK**

1. Which campus is the bomb on? \_\_\_\_\_
2. When is bomb going to explode? \_\_\_\_\_
3. Where is the bomb? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. What kind of bomb is it? \_\_\_\_\_
6. What will cause it to explode? \_\_\_\_\_
7. Did you place the bomb? \_\_\_\_\_
8. Why did you place it? \_\_\_\_\_
9. Where are you calling from? \_\_\_\_\_
10. What is your address? \_\_\_\_\_
11. What is your name? \_\_\_\_\_

***DIAL 911 and report that we have received a bomb threat.***

GET ADMINISTRATIVE DECISION TO PULL ALARM.

#### **CALLER'S VOICE (circle)**

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

Is the caller male or female? \_\_\_\_\_



If the voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

Report call immediately to: Director of School Operations, or ERT Members

(Refer to Director of School Operations, and the bomb incident plan)

Additional Persons to Notify:

Name Telephone # \_\_\_\_\_

NYPD -911

**Local Police Precinct: 41<sup>st</sup> Precinct** 1035 Longwood Ave, The Bronx, NY 10459; 17185424771

## **EXPLOSION**

**IF AN EXPLOSION OF ANY TYPE OCCURS, call 9-1-1.** (Follow the School Safety Plan)

Other procedures and guidelines are included in the building-level school safety plan.

## **HAZARDOUS MATERIAL ACCIDENT**

An uncontrolled spill or release of any hazardous material is defined as an amount of the substance that is greater than what you are normally equipped to handle.

**Examples of hazardous materials: These are by no means a complete list, you should always assume that spilled chemicals are extremely toxic.**

- Bleach/Ammonia/Cleaning Products
- Gasoline/Paints/Paint Thinners
- Chemicals/Methane/Propane
- Asbestos

Procedures and guidelines are included in the building-level school safety plan.

## **AIRBORNE RELEASE**

Person made aware of an airborne release of hazardous materials, please note information could come from direct knowledge (present during release of materials into air), local media, or first responders.

Procedures and guidelines are included in the building-level school safety plan.

## **CRIMINAL ACTIVITY**

Procedures and guidelines are included in the building-level school safety plan.

## **UTILITY FAILURE/FLOOD**

Procedures and guidelines are included in the building-level school safety plan.

## **EARTHQUAKE (Drop, Cover, Hold)**

Procedures and guidelines are included in the building-level school safety plan.

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\*This plan is posted on the school website, under the *Families* tab in [Health and Safety](#).