

FAMILY LIFE ACADEMY CHARTER SCHOOLS

Schoolwide

SAFETY PLAN

2017-2018

SECTION I: INTRODUCTION

The goal of the School (SAVE – Safe Schools Against Violence in Education) Safety Plan is to help prepare the Family Life Academy Charter Schools (FLACS) 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.

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SECTION III: General Considerations and Guidelines

CRISIS MANAGING GUIDELINES FOR THE CRISIS MANAGEMENT TEAM

The following sections are a general guideline for FLACS emergency situations, and not for specific emergencies. Specific emergency guidelines are listed below in (*SECTION V – RESPONSE*), and all FLACS 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 / Building Response Teams, 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 / Building Response Team at FLACS 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 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 Principal is not accessible? In the event the Principal is not present, then identified members of the BRT / CMT will be in charge. See instructions under “*Emergency Notifications*” (page 9) . 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 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 BRT and CMT have access to the CMT leader, CFO, COO and CEO if necessary.

SECTION IV: Guidelines to be followed during Actual Emergency at FLACS

SUGGESTED EMERGENCY GENERAL GUIDELINES WHEN A CRISIS OCCURS

This is not an actual procedure, but basic guidelines to consider during the pre-crisis planning stages.

Once advised of a crisis situation, the BRT / CMT should be guided by the following:

1. Make sure everything possible is being done to insure the health of, or minimize any injury to, the possible victim(s). Make sure that the appropriate people (police, parents, etc.) have been contacted.
2. Follow the steps in the appropriate section of the School (SAVE) Safety Plan.
3. Once the situation is “resolved” (i.e., no one’s physical health is immediately at risk, the emergency situation has been remedied), the BRT should meet promptly with:
 - Crisis Management Team / School Safety Team
 - Other involved school personnel (witnesses, etc.)

The purpose of the meeting is to:

- Inform the CMT, and those concerned of the situation.
- Determine the facts of the case.
- Determine School’s need for additional information, and consider bringing in outside experts.
- Decide who else needs to be informed of the situation.

Meetings should be recorded.

The Crisis Management Team should also consider consulting with one or more of the following when appropriate:

- School counselors/Social Worker (suicide, abuse, drugs, death)
- lawyer (robbery, rape, abuse, etc.)
- Concerned parents (if necessary)

4. After the threat has passed, and if no serious damage actually occurred, the CMT Leader will contact the CEO). The CEO will decide how and when to notify the Board.

If serious harm has occurred, and/or the threat still persists, the CMT Leader will contact the CEO, and one or both of them will contact the full Board.

5. The Crisis Management Team and the FLACS Principals should consider informing the faculty of the situation, balancing the individual’s right to privacy against the needs of the overall School community. If real harm has occurred, if the possibility of a crisis still exists, and/or if press coverage is probable, serious consideration should be given to informing the

entire faculty as soon as possible. A brief meeting should occur to apprise the faculty of the situation. The Principal(s) and/or Assistant Principal(s), with appropriate administrators, should conduct the meeting.

6. Principal(s) and Assistant Principal(s), in consultation with the CMT should determine whether and when parents and students should be informed of the situation.
7. After the crisis has passed, the Crisis Management team should meet within forty-eight (48) hours to review and appraise the School's response to the crisis and determine whether any further steps need to be taken to improve or strengthen the School's ability to respond to a future crisis. The solicitation of input from other school constituencies should be included in this discussion.

MEDIA COMMUNICATION

Communication with the media, in general should not be done by any FLACS Staff, as it relates to an incident at one of our buildings. All FLACS Staff should refer any requests from the media to the CEO. If, statements have to be made, and the CEO is not available, a member of the Crisis Management Team, will make statements. The below are guidelines, should a FLACS Staff member be approached by the media:

- If no specific instructions have been issued by the CMT, refer all inquiries to the CEO.
- Communication with outside sources should occur once verification of the crisis has taken place, and the Crisis Management Team has been assembled, and briefed.
- **DO NOT DISCUSS THE SITUATION WITH OTHER FAMILIES, THE PUBLIC, OR RELEASE ANY INFORMATION TO THE MEDIA. THE CEO IS RESPONSIBLE FOR ALL COMMUNICATION WITH THE PUBLIC OR MEDIA.**
- Be helpful and respond to all inquiries in clear direct language even if only to direct to the CEO or CMT in their absence.
- Ex. "I will direct your inquiry to the CEO or CMT Member. What is your name, news organization, and how can you be reached?"
- Do not say, "No comment."
- Restrict access to school campus. Do not allow cameras to run in the building. Ask media to wait in designated area while someone gets the CEO or CMT Member. Do not leave Media alone.
- Keep a record or log of all communication with Media, even if just to record that a call was made.
- Alert CEO or CMT Member immediately.

If Contacted by the Media: General Guidelines, for School administration and CMT Members

- Convey the message that immediate and appropriate actions are being taken to investigate, and address the situation.
- Information should be as up to date and complete as possible, focusing on the school's response to the situation and any changes in the school schedule for the following day.

- The primary concern is for the safety and welfare of the students and staff.
- The police or local authorities should address questions about the specifics of any crime.
- Do not release the names of any students.
- Do not be defensive or argumentative.
- Do not confirm or deny statements from the media.
- Do not give more information than is necessary.
- Be accurate with your statement, avoid speculation and opinion.

Principal Will:

- Verify facts of incident, media is inquiring about.
- Coordinate response with CEO, CMT, and BRT, as necessary.

CEO

- Provide only information that has been reviewed and authorized for release.
- Inform appropriate members of FLACS school community if necessary.
- Inform/update staff of concern and how to handle any inquiries.

AFTER-HOURS EMERGENCY (Outside of mechanical emergency)

Procedural Guidelines

Emergency situations outside of routine facilities related issues:

- If a crisis occurs outside the academic day (4:00 PM-8:00 AM), or any time that the School is not in regular session: Utilize the same procedure for Emergency Notification, (see emergency contact list), if no response, contact the **CMT Leader**.
- If a student/faculty member's health/safety is at risk call 911
- Refer to, and follow specific emergency procedural guidelines for the specific type situation. i.e.: medical emergency, fire, etc.

Emergency Notifications

FLACS Faculty / Staff:

In the event of an emergency please utilize the calling tree below in priority order, continue to move down the calling tree until you are able to speak to someone. “Leaving a message is not a notification; please continue calling until someone answers your call.” The calling tree below is specific to each school building.

	BRT – FLACS I (170th St) 718-410-8100	FLACS I / FLACS II MS	Title	Telephone
1	BRT Chair	Evelyn Centeno	Principal	Ext. 1101
2	BRT Leader (BRTL)	Daniel Afanador	I – LS Asst. Principal	Ext 1102
3	BRT Asst. Leader	Michael Adler	II – MS Asst. Principal	1111
4	Special Needs Coordinator (SNC)	Shavonka Dupree	SE Coordinator	1107
5	Emergency Officer (EO)	Julio Rivera/Wade Irby	LPAC / Security	1100
6	Incident Assessor (IA)	James Salerno	SETSS	1136
7	Assembly Point Coordinator (ASP)	Beatrice Negron	Data Liaison	1144
8	Record Keeper (RK)	Martha Recio	Instructional Coach	1102

	BRT – FLACS II (140th St) 718-665-2805	FLACS II LS	Title	Telephone
1	BRT Chair	Kathy Ortiz	Principal	Ext. 1201
2	BRT Leader (BRTL)	Pamela Franklin	II - LS Asst. Principal	Ext 1202
3	Special Needs Coordinator (SNC)	Florangel Urbaez	Pupil Accounting Sec	1204
4	Emergency Officer (EO)	Victor Rodriguez	Security	1200
5	Incident Assessor (IA)	Nathalie Mercedes	Admin. Assist.	1203
6	Assembly Point Coordinator (ASP)	Lesley Garcia	School Aide	1203
7	Record Keeper (RK)	Nathalie Mercedes	Admin. Assist.	1203

	BRT – FLACS III (Gerard) 718-585-6580	FLACS III LS	Title	Telephone
1	BRT Chair	Andrea Hernandez	Principal	Ext. 1301
2	BRT Leader (BRTL)	Rachel Cotto	III – LS Asst. Principal	Ext. 1302
3	Special Needs Coordinator (SNC)	James Williams	SETSS	1322
4	Emergency Officer (EO)	Jasmine Harris	Dance Specialist	1320
5	Incident Assessor (IA)	Stephanie Gonzalez	Bus Coord.	1320
6	Assembly Point Coordinator (ASP)	Norma Cruz Almonte	Pupil Accounting Sec	1304
7	Record Keeper (RK)	Naida Mangual	Admin. Asst.	1303

Should you be unable to reach the top three members of the BRT, your next call should be to the Crisis Management Team Leader (CMT leader).

	CMT 718-410-8100	FLACS Network	Title	Telephone
1	CMT Leader (CMTL)	Catherine Rodriguez	Exec Asst.	929-213-0520
2	CMT Specialist	Lauren Lewis	Special Initiatives	
3	CMT Chair	Evelyn Castro	COO	Ext. 1001

Security Team: In the event you have attempted to contact the top three BRT members, and are unable to reach them, immediately go to a “Shelter in Place”. Once the shelter in place has been called, continue to contact the BRT members.

EMERGENCY TELEPHONE NUMBERS

Emergencies – 911

Police Department (40th & 44th precinct) (40TH) 718-402-2270/ (44TH) 718-590-5511
Youth Officer (40TH - - 718-402-2270 / (44TH - 718-590-5511 _____
 Community Affairs Division (40TH - - 718-402-2270 / (44TH - 718-590-5511 _____

Fire Department **911**
American Red Cross 877.733.2767
Children Services (ACS) 212.341.0900

Reporting to Central Registry 800.342.3720
 Sex Crimes Report Line 212.267.7273
 Domestic Violence 212.335.4308
 Emergency Children Services 212.966.8000
 Safe Horizons, Crisis Center 800-621-HOPE (4673)
 Parent Helpline 1-800-CHILDREN
 Missing Children 1.800.FINDKID
 Missing Person Squad 212.694.7781

Con Edison 800.752.6633
Hazardous Materials 911

Hospitals Bronx-Lebanon Hospital Center 1650 Grand Concourse 718-590-1800
 Lincoln Medical Center 234 E 149th Street 718-519-5016

NYC Department of Health & Mental Hygiene 311
NYC Information Line 311
NYC Terrorism 888.NYC.SAFE
Poison Control Center 212.764.7667
Security DeskFLACS I – ext. 1100 / FLACS II – ext. 1200 / FLACS III – ext. 1300
Telephone – line trouble 611
National Weather Service-New York Area 631.924.0517

FLACS SCHOOL CONTACT NUMBERS

	Network	FLACS I / II MS	FLACS II	FLACS III
Telephone		718-410-8100	718-665-2805	718-585-6580
Fax		718-410-8800	718-665-2811	718-585-65
Security		Ext. 1100	Ext. 1200	Ext. 1300
Network CEO – Calo	Ext. 1000			
Network COO – Castro	Ext. 1001			
Network CFO – Quintero	Ext. 2023			
CMT Lead – Catherine Rodriguez	Ext. 2033			
Media Coordinator - CEO	Ext. 1000			
FLACS I -Principal Centeno		Ext. 1101		
FLACS II - Principal Ortiz			Ext 1201	

FLACS II MS – Principal Ortiz / AP Adler		Ext 1111		
FLACS III – Principal Hernandez				Ext. 1301
Nurse		Ext. 1106	Ext. 1206	Ext. 1306

FLACS Emergency Readiness Staff

Crisis Management Team (CMT) Note: The CMT will be led by Network Staff.

	Crisis Management Team (CMT)	Network	FLACS I 410-8100	FLACS II 665-2805	FLACS III 585-6580
1	CMT Chair	E. Castro			
2	CMT Leader	C. Rodriguez			
3	Special Initiatives Manager	Lauren Lewis			
4	Principals		E. Centeno	K. Ortiz	A. Hernandez
5	Asst. Principals		D. Afanador	M. Adler /P. Franklin	R. Cotto
6	Guidance		G. Sanchez	J. Veliz / Y. Olivares	J. Gutierrez
7	Nurse		S. Samuels	L. Barker	E. Nosa

Building Response Team (BRT)

The task below must be performed during every drill and any emergency. Depending on the size of your staff, you may need to have 1 person perform 2 or more task(s). Please refer to your BRT training package to see what the responsibilities of the team members are.

	Building Response Team (BRT)	FLACS I	FLACS II	FLACS III
1	BRT Leader (BRTL)	D. Afanador/ M. Adler	P. Franklin	R. Cotto
2	Special Needs Coordinator (SNC)	S. Dupree	F. Urbaz	J. Williams
3	Emergency Officer (EO)	J. Rivera / W. Irby	V. Rodriguez	J. Harris
4	Incident Assessor (IA)	J. Salerno	N. Mercedes	S. Gonzalez
5	Assembly Point Coordinator (ASP)	B. Negron	L. Garcia	N. Cruz Almonte
6	Record Keeper (RK)	M. Recio	N. Mercedes	N. Mangual

The stations below are for non BRT staff.

Sweepers (non-classroom Teacher or TA – custodians, office staff, guidance, etc.)

	Evacuation Floor Sweepers	FLACS I	FLACS II	FLACS III
1	Floor Basement / Cellar	A. Ortega	V. Rodriguez	W. Jordan / F. Rodriguez
2	Floor 1	V. Crespo / B. Padilla	Y. Olivares	R. Barreto / D. Yellin
3	Floor 2	J. Sanchez / F. Perez	J. Santiago	J. Rosado / S. Ortiz
4	Floor 3	N/A	T. Javier	J. Harris / A. Morales
5	Floor 4	N/A	N/A	S. Campion / S. Gonzalez

Traffic Stop –Vests and STOP signs must be provided for individuals listed below (at least 1 person at each intersection must wear a Vest and have a STOP sign)

FLACS I		FLACS II		FLACS III	
Plaza Dr.	Inwood Ave.	3 rd Ave	Alexander Ave	140 th St	144 th St

W. Perez	J. Veliz	H. Estrada	I. Toro	R. Barreto	S. Campion
M. Cornelio	Y. Campis			J. Harris	A. Morales

	Code Blue Team FLACS	FLACS I	FLACS II	FLACS III
1	Floor Basement / Cellar	M. Adler / A. Ortega	V. Rodriguez/F. Urbaz	W. Jordan
2	Floor 1	Y. Campis / M. Cornelio	N. Mercedes / L. Garcia	R. Cruz / R. Barreto
3	Floor 2	C. Crute / S. Diaz	T. Javier	D. Cento / F. Rahma
4	Floor 3	N/ A	S. Carrion / V. Marchionno	D. Resto
5	Floor 4	N/A	N/A	J. Harris / S. Gonzalez

Evacuation Site List

Locations are in attachments for schools

First Locations 1 to 3 Blocks

Schools:

Private Business

Second Locations 3 – 10 blocks

Schools:

Private Business

Third Locations 10 blocks or further

Schools:

Private Business

SECTION V: RISK REDUCTION/ INTERVENTION STRATEGIES

Prevention / Intervention Strategies

Family Life Academy Charter Schools believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Program Initiatives, Training/Drills/Exercises, School Security Policies and Procedures, and Maintenance of Educational Agency contact information as per the below:

Program Initiatives

Prevention Programs

- Program 1 - Anti bullying programs, conflict resolution sessions, establishing anonymous reporting mechanisms for school violence/ bullying etc.

Intervention Programs and Protocols

- Program 1- Teacher training regarding intervention...see list above.

Family Life Academy Charter Schools will also create a positive, safe learning environment for students by creating school schedules that minimize potential for conflicts or altercations.

Training, Drills and Exercises

- As part of plan development, the BRT will review emergency response plans with security professionals and administrators from other schools to ensure their feasibility and thoroughness. Plans will be produced for the following (multi-hazard) situations:
 - Fire drill
 - Intruder Alert
 - Rapid dismissal
 - Bomb scare
- The BRT will conduct 'table top' exercises – playing through the execution of each of our multi-hazard plans using an actual school and neighborhood layout diagram.
- The School will review the detail of its Safety Plans with all faculty and staff prior to school opening, ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.
- The School will review all emergency response plans with students within the first 2 weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- School staff will be trained in CPR and the use of the AED (defibrillator).
- The School will conduct the mandated actual safety (fire and intruder alert) drills as follows: 1 fire drill and one intruder alert drill in September.....(etc). These drills will be conducted in coordination with local emergency response and preparedness officials, as follows:

- The School will schedule the dates and times of drills with local officials
- Just before a drill, the School will contact local officials to announce the drill is about to start
- When hiring school safety/security personnel, the School will ensure all personnel have the appropriate background (experience and training) to fulfill their role, including training in how to de-escalate potentially violent situations.
- All school safety/security personnel will participate in the full school review of the School Safety Plan (including all plan logistics, roles and responsibilities, and back up plans)

Implementation of School Security

School Safety/Security roles at Family Life Academy Charter Schools are expected to be as follows:

- School Security: One of the dedicated staff, should be located as follows:
 - At start and end of the school day there will be one security guard at the front door
 - During the school day one Security Staff will be located at the front of Family Life Academy Charter Schools
 - Security Staff must walk throughout the building at designated times during the day
- Faculty and Administration will monitor hallways before and after school

All school visitors will be required to show identification upon entering the school building, and to wear a school nametag while in the school.

The School will have security cameras located on the first floor facing the front door and throughout buildings

There will be a security audit conducted within the first 2 months of the school year.

The Principal, BRT, Security and Maintenance will be provided with walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

(See detailed plans for each type of emergency response in Section IV: Response)

Vital Education Agency Information

An updated School Staff contact list (with cell phone numbers) will be maintained by the Principal's Administrative Assistant and placed within the School "Emergency/Safety" Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school).

Next to that binder will be a 'Student Emergency Contact Binder' with Emergency Contact sheets for each student.

VI: Response –Responses During Actual Emergency

RESPONSES DURING ACTUAL EMERGENCY

The following section is provided as specific responses for identified emergencies. Although we have tried to identify as many anticipated emergencies as possible, there may be others that occur, that do not have specific procedures. In those cases, rely on the information contained in the general guidelines, in conjunction with the guidelines below to determine the best course of action during those instances.

It is the responsibility of each school leader to ensure that all staff within their building participates in training regarding these responses.

OFF-CAMPUS ACTIVITIES/FIELD TRIPS (EMERGENCY)

Procedural Guidelines

All members of the Family Life Academy Charter Schools should make themselves familiar with the standard protocol for field trips, and teacher responsibilities before embarking on any trip outside of school. A "Go-Bag" should be taken on every field trip away from school campus. All field trips are to follow the requirements of FLACS guidelines to ensure the safety of FLACS students. Should an emergency occur while away from the campus follow the guidelines below:

Senior School Official on Trip

- The senior school official who is present at an event that happens while off-campus is in charge (senior teacher, etc.). Should that individual be incapacitated for any reason the next senior school official shall assume the responsibilities.
- If a crisis occurs while at an off-campus activity, field trip or overnight field trip, call the Principal/ Asst. Principal to notify school, always include name of hospital if necessary and known. Follow the directions of the Principal to determine who will notify the parent of affected child.
- Senior School official will call 911 if appropriate. When in doubt always call 911. Refer to the emergency information forms, which will be carried for every student and faculty member present on the trip.
- If an emergency situation occurs, speak only to police, medical personnel and school contact. Report only the nature of the problem and the steps you have taken. Make no statements of blame or admissions of fault. Have the emergency form ready to give to emergency personnel.
- If a medical emergency and student needs to go to hospital, travel with student until parent or guardian arrives. If a parent or other responsible adult that is part of the field trip is willing to go with the injured student to the hospital, remain with other students who may be present. In all cases a school representative must remain with the other students.
- Once the emergency situation is under control: Make a verbal report to the appropriate Principal/ Asst. Principal.
- Prepare an incident report, documenting your actions and reasoning process in duplicate. If possible have a witness verify the report. Ensure original is delivered to the Principal as soon as possible. Keep one copy in your possession at all times.
- Refer to and follow specific emergency procedural guidelines for each situation.

Principal/ Asst. Principal

- Once notified of an emergency circumstance during a FLACS field trip, determine the need for your response to the scene, or hospital.
- Ensure all appropriate steps have been taken to keep all students, and staff on field trip safe during the emergency.
- Direct the senior school official to notify parent of affected child, if not already done.
- Instruct the senior school official to prepare an incident report, as soon as possible, once emergency is under control. This will become part of the permanent record.
- Follow FLACS guidelines on making notifications to insurance provider in a timely manner.
- Notify CEO to determine the necessity to notify school legal counsel.

DEATH of STUDENT or STAFF MEMBER

Person Who Learns of a Death Will:

- Immediately notify Principal.
- If individual is in public view, direct other students and or staff members away from scene.
- Maintain integrity of scene until first responders arrive.
- Once first responders arrive, follow their direction.
- Identify persons who reported incident, or witnessed what happened.

Principal Will:

If not occurring on school property:

- Notify CMT Leader, and Chief Operating Officer (COO). COO will make determination as to notifying attorneys and HR Executive Director, if appropriate.
- Upon notification of death, arrange for an emergency staff meeting where procedures will be reviewed, and current information be provided.
- Arrange for counseling services for students and staff, as necessary.
- Prepare a notice to be sent home to parents with particulars regarding any arrangements that may have been decided by the family of the deceased.

Remember: As most staff members are not medical experts, treat the discovery of anyone who appears to be dead, as a medical emergency, until competent medical, or emergency first responders determine that the individual has expired. A **“Code Blue”** should be called immediately to ensure CPR trained staff will respond to the location.

If it is determined the individual is dead, and it has occurred during the school day, on school property, follow the Lockdown procedures and treat the event as a criminal act. (Refer to Criminal Activity section of this document.)

Principal Will:

1. Notify 911 if occurrence is on school property, await arrival of emergency responders.
2. Ensure scene is preserved until first responders arrive, and take responsibility for scene.
3. Notify CMT Leader and CEO; CMT Leader will notify attorneys and HR Executive Director.
4. Notify the appropriate staff assigned to the BRT, to meet to review information, and organize response efforts.
5. Contact family to offer support, and regarding customs and wishes concerning funeral/memorial.
6. With other administrators, inform staff of the death either in person during the school day, or via phone or e-mail if after school hours.
7. Determine, along with Administrative team, how, or whether, to announce or inform students and families. If notification is to be made, prepare a notice to be sent home to parents, with funeral arrangements, if affected family agrees.

8. Create a safe space for students to privately discuss their feelings. Arrange for school counselors/Social Worker to be present and available, as necessary.
9. If the student or staff member had personal property in school, secure the property including cubby contents, until authorized to release same to family or relative.
10. If appropriate, send a letter to all parents regarding known facts, and explanation of the stages of grief, and contact information of School Counselors/Social Worker, if parents have concerns about how their child is dealing with the matter.

School Counselors/Social Worker Will:

- Be available to meet with students showing signs of distress or who would like to discuss the event.
- Make announcement to students or provide information to others so that they can explain what feelings are normal at a time like this, and to see if anyone would like to meet with them.
- Send an e-mail to teachers reminding them how to identify signs of distress.
- Contact appropriate families to communicate specific student concerns.

Teachers Will:

- Keep informed of plans and procedures that may be implemented in response to the death.
- Follow directions given by administration.
- Be on the lookout for students, and fellow staff members exhibiting signs of distress or confusion.
- Recommend that these students' or staff members talk with the school counselors/Social Worker.
- Monitor their own emotional response to this situation, and seek appropriate help.
- Assist in bringing closure to the event.

RESPONSE TO FIRE IN FLACS-GENERAL INFORMATION

General Information

- In most situations, the safest place for students and staff is inside FLACS school buildings, and in any emergency, we will make every effort to stay at the Family Life Academy Charter School, and contact families from here. School Administration will post one copy of the “Fire Evacuation Plan” in each room by the door. FLACS staff should make sure their signs stay visible, study the procedures carefully and review them with your students.
- Each Staff member will be given an up-to-date copy of the Safety Drill Procedures at the beginning of the school year.
- Fire drills will be conducted regularly, throughout the year. When you hear the fire alarm, you **MUST** exit the building as quickly and quietly as possible. If the fire alarm is sounding, do not use the elevator.

TREAT ALL ALARMS LIKE A REAL EMERGENCY. THE ALARM MAY NOT SOUND CONTINUOUSLY. IF THE ALARM STOPS, CONTINUE TO EVACUATE, UNLESS INSTRUCTED BY BRT.

1. Walk, **DO NOT RUN**, to the nearest safe exit. **DO NOT PUSH OR CROWD.**
2. **Designated floor sweepers:** Teachers and assigned staff should check restrooms, hallways and unoccupied rooms for any occupants.
3. Use stairways and handrails and keep to the right. **DO NOT USE ELEVATORS.**
4. Feel doors from bottom to top for heat, using the back of your hand. **IF HOT, DO NOT OPEN DOOR.** If not hot, open the door slowly, standing behind and to one side. Be prepared to close the door quickly if fire is present.

If caught in smoke: Drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose, and use dry clothing, damp if possible (shirt, jacket, other) as filter.

If trapped in a room: Place cloth material around or under door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire. Be prepared to signal for help from a window, but do not break the glass unless absolutely necessary.

If forced to advance through flames: Hold your breath. Move quickly. Cover head and hair. Keep head down and eyes closed as much as possible.

- Maintenance/Security staff – if alarm only and no report of fire, will attempt to locate source of alarm and, if false or cleared, will inform Principal that the building is safe.
- Principal or BRT leader will notify appropriate school officials if necessary.
- Students evacuate and line up as necessary.

FLACS FIRE EVACUATION PROCEDURES

When the fire alarm is sounded, or you are told to leave the building due to a fire or smoke condition, you **MUST** exit the building as quickly and quietly as possible. If the alarm is sounding, do not use the elevator. Close all classroom doors and turn off lights if possible. Follow the evacuation routes established in the fire drill plan. Wait at least 50 feet from the building, clear of the emergency first responders (FDNY).

Teachers:

- In the event you see a fire start, your first responsibility is to **pull the nearest alarm**.

At the sound of an alarm:

- Tell your students to rise, remain quiet and to head towards evacuation stairwell.
- Follow the Fire Evacuation plan posted in each classroom.
- Remind students that they may not stop at bathrooms, or take alternate routes.
- Classes are to remain together for purposes of roll call, once you have exited the building.
- Report to designated rally point as per. School (SAVE) Safety Plan
- When "All Clear" signal is sounded, return to classroom.
- Take roll, and account for all students. Missing students will be reported to the Principal or BRT.

Evacuation Routes: See attached "Evacuation Plan"

Stairways (A, B, C, etc.) / BRT Team / Floor Sweepers

Each floor **has assigned Sweepers**, whose responsibility is to check floor for students. Sweepers report to the Principal, or other members of the BRT upon exit, that their designated area is clear of people.

- Initiate their class' evacuation process first, closing the door to their room, turning off the lights, and then checking the entire floor on their side of the building.
- Visually check every classroom, office and bathroom before leaving their assigned area. Call out and wait a moment to hear if someone responds. Close door after checking a room.
- Secondary Sweepers should perform these duties, if they are unclear about the whereabouts of the primary Sweeper.
- Leave promptly after checking the area.
- Notify BRT or School administration that your designated floor/area has been swept and is clear.

Principal:

- Ensure the orderly exit of all students and staff during an evacuation drill, or actual emergency.
- Once safely evacuated, ensure all students are accounted for.
- Depending on existing emergency, determine the necessity of remaining at initial evacuation point, or if relocation to alternate rally points is necessary.

Should it be necessary to move to remote locations, due to safety concerns: Follow Evacuation/Relocation Procedures-General:

- Upon arrival at remote locations, where students will be dismissed from, the Principal and available staff will use the School Messenger system to inform parents of the evacuation. If accessible, teachers should bring a Family Life Academy Charter School Emergency Backpack (Go-bag) with them.

EVACUATION/RELOCATION PROCEDURES-GENERAL

In the case of an actual emergency, where the school buildings must be evacuated, and all children and personnel are to be evacuated. A general evacuation is executed upon hearing the fire alarm, or with a verbal command. Standardized evacuation procedures are as follows:

Fire: Evacuate at least **50 feet** from the building.

Bomb Threat: Evacuate at least **300 feet** from the building, preferred distance **1000 feet**.
***Remember; Notifications of possible explosives should not be made electronically, as this could set off device unintentionally. Radios, cellphones, etc. should not be turned on, or used until safely away from the building.**

Multi-hazards: Evacuate at least **300 feet** from the building: The hazard causing the evacuation (chemical spill, gas leak, smoke condition, etc.) will determine what the safe distance and or rally point should be. Other variables that will affect your evacuation, weather, wind direction, if chemical spill, what chemical, etc. When in doubt be guided by first responders as to safe evacuation distance. Remember, time and distance are important, the farther away you can get from the hazard, the better.

Principal:

- Responsible for coordinating evacuation.
- Responsible for BRT actions during an evacuation.
- Responsible for maintaining list of evacuation locations, along with contact numbers and persons at each location for use during emergency.
- Notify _____ School that students will be arriving as part of an evacuation, ensure they are able to receive students.
- If _____ School not available, designate BRT member to respond to alternate evacuation site, located at:

Emergency Response Team:

- Designated member of BRT will report to evacuation site in advance of staff and students.
- Check area: If bomb threat: look for suspicious objects, or devices. Individual who has made a bomb threat (actual device) may know the FLACS evacuation procedures, and could have placed a secondary device for a larger impact around the evacuation locations. (e.g. abandoned cars, suspicious objects)

Operations Office Staff:

- Responsible for taking Go-Bags, extra radios, and keys.

Floor Sweepers: The role of floor sweeper remains consistent throughout this procedure.

Each floor has assigned Sweepers, whose responsibility is to check floor for students. Sweepers report to the Principal, or other members of the BRT upon exit, that their designated area is clear of people.

- Initiate their class' evacuation process first, closing the door to their room, turning off the lights, and then checking the entire floor on their side of the building.
- Visually check every classroom, office and bathroom before leaving their assigned area. Call out and wait a moment to hear if someone responds. Close door after checking a room.
- Secondary Sweepers should perform these duties, if they are unclear about the whereabouts of the primary Sweeper.
- Leave promptly after checking the area.
- Notify Operations staff member that your designated floor/area has been swept and is clear.

Teacher Responsibility:

- The safe evacuation of all students from the school building.
- Teachers will leave the classroom last.
- Teachers will check adjoining classroom to ensure everyone is safe, and is evacuating. This can be done either visually or verbally. This is to ensure teachers, and students are not injured and are capable of evacuation. NOTE: This is in addition to floor sweepers.
- Escort students out of building. Join appropriate grade team and assist in accounting for students in that grade.
- If appointed, display appropriate alert card (Green=All students accounted for, Red=missing students and/or need assistance).
- When "All Clear" signal is made, return students to classroom. Take attendance and report any missing students.

NOTE: If, any staff, or students are incapable of being evacuated due to impairment, or crisis conditions, if possible have at least one FLACS employee remain with students incapable of evacuation, ensure remaining children who are capable, continue the evacuation. Upon exit of building notify security or staff member that is assigned at exit door of persons still inside, include location, condition, and number of people left behind. Follow up notification to Principal, and/or emergency responders. Follow: EVACUATION PROCEDURES FOR DISABLED OR PHYSICALLY IMPAIRED STAFF OR STUDENTS.

Controlled Evacuations: In all levels (1 – 4 see below) the Principal's role remains constant

Principal/Designated Member of BRT:

- Notify police/fire authorities via 911 (if necessary) to report the emergency situation.
- Have list of evacuation locations, along with contact numbers for each location.
- Coordinate response to evacuation location.
- Direct members of BRT and their actions during an evacuation.
- Notify evacuation location that faculty and students from FLACS will be arriving as part of an evacuation, ensure they are able to receive students.

- If _____ School not available, designate BRT member to respond to alternate evacuation site, located at:

Level 1: Leave the Building – Remain at initial evacuation location (_____)

Teachers Will:

- Take rollbook (if kept in hard copy) and room keys.
- Instruct students to get their jackets if necessary. If outside classroom, do not return to classroom for jackets.
- Follow ordinary fire drill procedures and proceed to primary evacuation route, ensuring safe passage. (Utilize secondary exit route, if passageway unsafe.)
- Proceed to designated rally point upon exit. Join grade team and assist in accounting for students.
- Await further instructions from the Principal or BRT member.
- If necessary, parents (or emergency contacts) will be asked to pick up students from the designated evacuation location, the Principal, and available staff will use the school messenger system to inform parents of the evacuation, once all children are safe.

Level 2: Seek Nearby Shelter

Teachers Will:

- Take gradebook (if kept in hard copy) and room keys.
- Instruct students to get their jackets if necessary. If outside classroom, do not return to classroom for jackets.
- Follow ordinary fire drill procedures and proceed to primary evacuation route, ensuring safe passage. (Utilize secondary exit route, if passageway unsafe.)
- Proceed to designated rally point upon exit. Designated Rally Point: _____ School: Predetermined by Principal along with the BRT.
- Join grade team and assist in accounting for students.
- Await further instructions from the Principal or BRT member.
- If necessary, parents (or emergency contacts) will be asked to pick up students from the designated evacuation location, the Principal, and available staff will use the school messenger system to inform parents of the evacuation, once all children are safe.

Level 3: Seek Shelter (Outside the Neighborhood)

Teachers Will:

- Take gradebook (if kept in hard copy) and room keys.
- Instruct students to get their jackets if necessary. If outside classroom, do not return to classroom for jackets.
- Follow ordinary fire drill procedures and proceed to primary evacuation route, ensuring safe passage. (Utilize secondary exit route, if passageway unsafe.)

- Proceed to designated rally point: _____ or _____ predetermined by Principal along with the BRT.
- Join grade team and assist in accounting for students.
- Await further instructions from the Principal or BRT member.
- If necessary, parents (or emergency contacts) will be asked to pick up students from the designated evacuation location, utilizing the school messenger system, once all children are safe.

Level 4: Evacuation to an Unspecified Destination: **Only if early dismissal is not possible**

Teachers Will:

- Follow Level 1 procedures.
- Proceed under the leadership of the Principal or designated BRT member to a safer area.
- Await further instructions from the police or other governmental authorities.
- If necessary parents (or emergency contacts) will be asked to pick up students from the designated evacuation location, utilizing the school messenger system, once all children are safe.

Principal Will:

- Communicate with NYPD, FDNY or other government agencies for further instructions.
- Determine adequate evacuation location for FLACS staff and students.
- Designate runners from Operations staff/BRT to alert FLACS staff where evacuation location will be.
- Initiate emergency communication protocols including:
 - Letting families know where students are via the School Messenger system, if we have enough time to do so before an evacuation.
 - Ensure that staff remains with children until a parent/emergency contact person comes to pick them up, and signs them out from their respective location.

People requiring handicap assistance who are unable to walk down the stairs should alert an adult to notify a member of the security team/maintenance team or faculty to provide physical assistance. Follow, Evacuation Procedures for Disabled or Physically Impaired Staff or Students procedure.

EVACUATION PROCEDURES FOR DISABLED OR PHYSICALLY IMPAIRED STAFF OR STUDENTS

The Operations office shall maintain a list of all physically impaired staff and students designated locations throughout the school day, based on their normal schedule.

Operations Office

- Maintain a list of disabled or impaired staff and students, who might require assistance during evacuation.
- Place a daily list of absent students in the go-bag at the security desk.

- Upon notification of evacuation: Retrieve list and if possible have maintenance/security staff respond to their location to assist in their evacuation.
- If circumstances do not allow above, immediately notify first responders of their locations for evacuation.

HARD LOCKDOWN PROCEDURE

The following procedures will be activated for a building Lockdown. A Lockdown refers to a situation where students and staff need to be immediately cleared from hallways and other public areas and secured in a particular area. There is to be no movement outside of classrooms while lockdown is in place. This procedure is implemented to ensure the safety of students and employees from intruders or dangerous incidents that have breached any of the entrances to FLACS.

Below is a selection of possibilities, that might require a hard lockdown, but these are by no means a complete list of situations that might require this procedure. Common sense should prevail, if a situation is ongoing within the FLACS community, and the potential for the situation to worsen exists, make a decision, and do something. Contained within this emergency guide are three levels, hard lockdown, Soft (modified) lockdown, and shelter in place. Using the examples below, will help you determine what procedure to follow, based on the level of threat FLACS faces.

- An active shooter is present in a FLACS building.
- A fugitive, runs into the school.
- A report of a person with a weapon in a FLACS building.
- Hostage situation within FLACS building.
- Student or staff member is found dead in building.

The following procedures will be activated for a hard lockdown at FLACS:

Person informed of situation requiring a hard lockdown:

- IF YOU BELIEVE A HARD LOCKDOWN IS REQUIRED, immediately notify the Principal or BRT members. Supply any known details.

Principal Will:

- Initiate hard lockdown via intercom, or direct security or another member of the Operations Staff to make announcement.
- Language should be clear, **“DO NOT USE CODES TO INFORM STAFF OF CONDITION”**.
- Announce: “FLACS is in a hard lockdown situation. This is not a drill. Take appropriate action immediately.
- Contact 911.
- Notify security, and instruct them on their response. Response will be dictated by emergency circumstance, and reason for lockdown. In case of active shooter, first responders will be responsible for removing threat that caused hard lockdown. In all other cases, Principal shall use their judgment to determine the need for security to respond, or for them to go into hard lockdown.
- After the immediate threat has passed, determine whether to inform parents of the situation.

FLACS Faculty/Staff:

IF YOU ARE INSIDE A FAMILY LIFE ACADEMY CHARTER SCHOOL BUILDING DURING A HARD LOCKDOWN

1. Bring any student outside your room into your room.
2. Teachers in classrooms next to restrooms will check restrooms and bring children into their classroom.
3. Close and lock door(s). Cover windows and doors as much as possible.
4. Keep students and personnel away from windows and doors.
5. Allow no one to enter or exit, once you have locked the door.
6. Do not respond to fire alarms, class change bells, or intercom announcements.
7. Maintain a calm environment, keep students quiet, and switch cell phones off.
8. Remain in classrooms and other areas until a first responder, administrator, or member of the BRT staff unlocks the door and declares the all clear.

Principal:

- Keep the school telephone lines open for communication.
- Utilize FLACS security officers as necessary. Remember they are unarmed, and by law are to observe and report. (In an armed intruder scenario, they should lockdown along with other members of FLACS.)
- First responders will be responsible for removing threat of an armed intruder.
- Coordinate with police to cover students who are outside and cannot be quickly moved to a safe room. If necessary, police will contain these students off campus.
- Work with Emergency Responders to prevent students and others from re-entering the building.
- Keep in communication with the local police department.

Security Officers:

- Follow the directions of the Principal.
- When required to go into hard lockdown, move to the nearest office or classroom at your location.

IF YOU ARE OUTSIDE A BUILDING DURING A LOCKDOWN: FLACS Event or Field Trip

FLACS staff:

- Quickly move students or other personnel to the closest building and continue to follow hard lockdown procedures outlined above.
- Do not attempt to reenter FLACS building until notified by first responders and or Principal that situation has been corrected.

IF YOU ARE OUTSIDE A FLACS BUILDING, AND ARE UNABLE TO REENTER

- Move away from the building and attempt to contact Principal, Security Desk, or a BRT member.
- At a minimum follow shelter-in-place procedure until you are able to contact someone within FLACS.

THREAT HAS BEEN REMOVED FROM FLACS BUILDING, HARD LOCKDOWN OVER

Principal:

- Once threat has been removed, and first responders have opened your office, make the following announcement: “Hard lockdown is over, remain in your classrooms until first responders or School Administration staff unlocks your door from the outside”.
- Ensure notifications are made to staff and students that had been outside during hard lockdown, so they may return to school building.
- Follow-up with a written report to CMT Leader.

Teachers:

- Remain in classroom until first responders or school administration staff unlocks your door from the outside.
- Report any issues that occurred during hard lockdown with students or staff, to Principal.
- FLACS staff outside during hard lockdown, will report back to FLACS upon notification by Principal, or first responders.

NOTE: Most situations that require the implementation of a hard lockdown, Soft (modified) lockdown, and/or a shelter in place, are over within a short period of time.

SOFT (Modified) LOCKDOWN CONDITION

A Soft (modified) Lockdown is initiated to isolate students and staff inside the school from potential dangers outside the school, or low level incidents inside school (see examples below). Soft (modified) lockdown is typically used when events in the vicinity of the school may pose a threat to the persons at FLACS. The following procedures should be activated for Soft (modified) Lockdown at the Family Life Academy Charter School buildings.

Below is a selection of possibilities, that might require a Soft (modified) lockdown, but these are by no means a complete list of situations that might require this procedure. Common sense should prevail, if a situation is ongoing within the FLACS community, and the potential for the situation to worsen exists, make a decision, and do something. Contained within this School (SAVE) Safety Plan are three levels, hard lockdown, Soft (modified) lockdown, and shelter in place. Using the examples below, will help you determine what procedure to follow, based on the level of threat FLACS faces.

- A fight in F/O school building
- A serious injury occurs to persons in the building during school or after school event.
- A student attempts to commit suicide in building.
- Shots fired in vicinity of FLACS.
- Police activity outside FLACS buildings.
- Someone is found unconscious or under the influence of an unknown substance in FLACS building.
- Irrational person, within FLACS space, unknown capabilities, or behavior causes significant alarm.

If you believe a Soft (modified) lockdown is required, immediately notify the Principal. Supply any known details.

SOFT (MODIFIED) LOCKDOWN CONDITION – During school day

Principal

- Notify building occupants that this is not a drill and the campus is under a **Soft (modified) Lockdown** condition. (Give brief explanation of condition that warrants the procedure.)
- Instruct School personnel to permit supervised movement of **authorized staff only** (Members of the BRT) within the building.
- Notify 911, if necessary.

Building Response Team (BRT) Members:

- Upon notification of Soft (modified) lockdown, contact Principal to determine the necessity for your response. If unable to contact Principal, communicate with other members of the BRT, to determine course of action. Courses of action could include, but are not limited to:
 - Response to scene of incident.
 - Coordinating response of first responders.

- Stabilizing floors that have not been affected by incident.
- Preparing for early dismissal, if necessary

Teachers/Staff:

1. Bring any student outside your room in hallway, into your room.
2. Teachers in classrooms next to restrooms will check restrooms and bring children into their classroom.
3. Close and lock door(s).
4. Allow no one to enter or exit, once you have locked the door.
5. Maintain a calm environment, keep students quiet, and switch cell phones off.
6. Continue with daily lessons. Movement is allowed within rooms, but students and staff should remain away from windows.
7. Remain in classrooms and other areas until a first responder, administrator unlocks the door and declares the all clear.

Principal/BRT Members:

- Keep the telephone lines open for communication.
- Depending on threat (internal/external), attempt to develop information necessary to assist in diffusing the situation, or assist the first responders.
- Coordinate with police (if necessary) to cover students who are outside and cannot be quickly moved to a safe location. If necessary, police will contain these students off campus, and away from incident.
- Work with Emergency Responder to prevent students and others from contaminating scene, if possible criminal act. Follow “criminal activity” procedure contained within this safety plan.
- Keep in communication with the local police/fire department, to determine when threat has been alleviated.

Security Staff Will:

- Follow direction of Principal.
- Provide additional support at school entrances.
- Provide access to the building to NYPD and other Emergency Response personnel as necessary.
- Do Not allow any other person into or out of the building without authorization from Principal.
-

SOFT (MODIFIED) LOCKDOWN: Close to dismissal time

The procedure remains the same. Security needs to be cognizant of students in lobby area, who may need to be moved to a safe haven within FLACS. In addition, the front desk should be notified to ensure afterschool program personnel are aware of situation.

SOFT (modified) LOCKDOWN OVER

Principal

- Will alert the BRT that the Soft (modified) lockdown is over when the danger has been resolved.
- Principal and BRT will begin the process utilizing maintenance/security to respond to classrooms, with “all clear” message.
- Ensure notifications are made to staff and students that had been outside during soft lockdown, so they may return to school building.
- Follow-up with a written report to CMT Leader.

Security Staff Will:

- Follow direction of Principal.
- Provide additional support at school entrances if early dismissal called.

IF YOU ARE OUTSIDE A BUILDING DURING A SOFT (Modified) LOCKDOWN: FLACS event or field trip

FLACS Staff:

- Quickly move students or personnel to the closest building and continue to follow Soft (modified) lockdown procedures outlined above.
- Once Soft (modified) lockdown is over you will be notified by Principal, or Operations staff. Follow their direction as to return to school or early dismissal.

IF YOU ARE OUTSIDE AN FLACS BUILDING, AND ARE UNABLE TO REENTER

- Move away from the building and attempt to contact Principal, Front Desk, or BRT.
- At a minimum follow shelter-in-place procedure until you are able to contact someone within FLACS.

NOTE: Most situations that require the implementation of a hard lockdown, Soft (modified) lockdown, and/or a shelter in place, are over within a short period of time.

SHELTER-IN-PLACE

Shelter-in-Place means seeking immediate shelter inside a building. A shelter in place will be called when an outside threat or disturbance poses potential danger in close proximity to an FLACS building. A shelter-in-place differs from a Soft (modified) lockdown, in that the threat has not breached the entrance of an FLACS building, and is generally called for, but not limited to the following. Using the examples below, will help you determine what procedure to follow, based on the level of threat FLACS faces:

- Suspicious person in area – No police involvement, unverified information from student or staff.
- A vehicular accident involving a student or faculty in front of FLACS building.
- Toxic chemicals/hazardous materials are leaking on or near campus.
- Biological/radioactive materials are reported in outside air.
- A fire/smoke condition in area affecting FLACS air quality.

If you become aware of an external condition that may warrant a shelter in place, immediately notify the Principal. Supply any known details.

Inside the Family Life Academy Charter School Building:

Principal

- Notify building occupants that this is not a drill and the campus is under a **Shelter in Place** condition until further notice. (Give brief explanation of condition that warrants the procedure.)
- Instruct Operations Staff to alert any members of FLACS who are out on field trips, and will be returning to FLACS during day. FLACS members outside building will follow – “Off campus” procedure, below.
- Instruct School security personnel to guard all outside exits to permit supervised movement of students and staff within the building.
- Instruct security personnel whether or not they will be allowed to admit persons access to FLACS building. Depending on incident that requires shelter in place a judgment call needs to be made to determine if access to the building will be allowed. In most circumstances, unless a physical threat is present, and the persons attempting to gain access are known to FLACS staff, and they can be admitted safely, without adversely affecting the occupants of FLACS, access should be granted.
- Inform all staff, not to use elevators. When elevators are moving they draw air from different parts of the building. Depending on external condition, they could move contaminants through building inadvertently.
- Designate staff to monitor the news and/or await further communication from the Office of Emergency Management or the NYPD/FDNY.
- Notify 911, if necessary.

Teachers/Staff:

1. Will remain in their current classroom until normal transition time.
2. Lights will remain in current position when shelter in place is called.

3. Depending on external condition, all windows will be closed, and remain closed for duration.
4. Personal necessities will be done using the buddy system.
5. Maintain a calm environment, keep students quiet, and switch cell phones off.
6. Classes will transition normally during shelter in place procedures.
7. Teachers will await further instructions, as to duration of shelter in place.

Security Staff Will:

- School security personnel will guard all outside exits to permit supervised movement of students and staff within the building.
- Security personnel will be guided by Principal regarding admittance of persons from outside of FLACS building.
- Security will keep lobby clear.
- Provide access to the building to NYPD and other Emergency Response personnel as necessary.

ALL CLEAR – Shelter in Place is over

Principal:

1. Principal or designee will advise the campus of an “ALL CLEAR” condition.
2. Operations staff will notify FLACS staff and students on field trips, shelter in place is over.
3. Principal will prepare written report for the CEO, and the debrief which will be held by the CMT

Teachers:

- Return to normal operations

SHELTER-IN-PLACE OFF CAMPUS: Organized FLACS event or field trip

When off campus and you become aware of a threat that requires you to seek shelter at your location:

FLACS Staff:

- Remove all students and staff from street, inside a nearby building.
- Follow direction of emergency personnel, if they are on scene.
- Notify Principal or FLACS front desk of situation.
- Remain in place until first responders, or Principal notify you that the condition has been resolved, and it is safe to leave your shelter.
- Prepare a written report to the Principal, upon your return to school.

When off campus and you are notified by FLACS Operations staff that the school is under a shelter in place.

- Determine if your location is affected by same conditions, and the necessity for you to seek shelter. If you do, follow above procedure.
- If in a safe area, continue with normal operation, stay in contact with FLACS to determine when it is safe to return to school, or if a dismissal from the field trip is required.
- Upon notification that FLACS is safe, return to school as planned.

IF YOU ARE OUTSIDE A FLACS BUILDING, AND ARE UNABLE TO REENTER

- Move away from the building and attempt to contact Principal, Front Desk, or BRT.
- At a minimum follow shelter-in-place procedure until you are able to contact someone within FLACS.

NOTE: Most situations that require the implementation of a hard lockdown, Soft (modified) lockdown, and/or a shelter in place, are over within a short period of time.

ACCIDENT/MEDICAL EMERGENCY/FIRST AID

The following procedures should be activated for any **Medical Emergency/First Aid** at the Family Life Academy Charter Schools. If subsequent medical emergency results in a fatality, follow death of student or faculty procedure.

FLACS Staff Member:

When alerted to a medical emergency either inside or outside:

- Assess the situation for safety of both the person in crisis and yourself. Determine what happened, number injured, and bystanders who can help. **DO NOT PUT YOURSELF IN DANGER IF THE SCENE IS UNSAFE.**
- If the situation or injury is life-threatening, call 911 immediately. (If poison ingestion suspected-make follow-up call to 212-POISONS, 212-764-7667.
- Tell 911 dispatcher/Poison Control victim's name, age, injury or illness, any known pre-existing medical conditions and school address.
- Notify the Principal, or have another responsible adult make notification.
- **DO NOT MOVE A SERIOUSLY INJURED INDIVIDUAL**, if victim is not mobile or if head, neck, or back injury is suspected, **UNLESS A LIFE-THREATENING SITUATION EXISTS.**
- If the person is seizing do not place anything in their mouth, and turn them on their left side to prevent aspiration, if possible.
- Stay with victim(s), until assistance arrives, be prepared to relay information to trained medical staff member, or first responders.
- If incident involves a potential crime, attempt to maintain scene, for evidence purposes. Follow "Criminal Activity" procedure contained within this safety plan.
- If blood or other body fluids are present, protect yourself by using gloves and other protective devices.
- Ask uninvolved students and bystanders to leave the scene.
- Once victim is removed, follow direction of Principal on reporting of incident.

Principal Desk:

When notified of a medical emergency follow the procedure below:

- Immediately call a "**Code Blue**" to ensure CPR trained staff can quickly respond to the scene.
- If the situation or injury is life-threatening, call 911 immediately, if not already done. (If poison ingestion suspected-make follow-up call to 212-POISONS, 212-764-7667.
- Tell 911 dispatcher/Poison Control victim's name, age, injury or illness, any known pre-existing medical conditions and school address.
- Call for a First Aid trained staff member/School Nurse to respond to the injured person's location. Advise them of the circumstances surrounding the incident.
- Front desk will ensure Principal is notified.
- If an ambulance is called, designate a runner to direct them to the scene.

Operations Staff:

- Obtain the victim's medical and emergency records to check for parental treatment consent.
- Arrange for the parents, guardians or other emergency contacts to be notified.

School Nurse/First Aid responder Will:

- Respond to emergency with medical kit.
- Notify 911 if necessary and provide directions to school and victim.
- Complete documentation at the conclusion of the emergency.

School Counselor/Social Worker Will:

- Provide support to witnesses of the accident, if and when appropriate.

Principal:

- Oversee the completion of an incident report, and other documentation.
- Determine in conjunction with Principal(s) and CMT what information should be shared with staff, students, and/or parents and execute a communications plan.

Students in need of medical attention that is not life threatening should see the Nurse.

NOTIFICATION OF INFECTIOUS DISEASE-POSSIBLE EXPOSURE TO FLACS

The following procedures should be activated when it is reported that individuals at FLACS may have been exposed to an infectious disease.

FLACS Staff: When notified that an FLACS staff member or student was diagnosed with an infectious disease. Immediately notify the Principal, and supply any details available.

Principal:

- Verify that the individual in question was present in FLACS building(s) during critical period of infection.
- Contact NYC Department of Health & Mental Hygiene for assistance.
- If possible: determine who could have been exposed to this individual.
- Confer with School Nurse, instruct them to evaluate potential for spread of infection within FLACS building.
- Notify maintenance regarding possible decontamination requirements.
- Determine in conjunction with Principal(s), and COO and or CMT what information should be shared with staff, students, and/or parents and execute a communications plan.
- Notify CMT Leader, and prepare written report.

School Nurse:

- Evaluate potential exposure to other staff or students, and make recommendations for possible treatment options.
- Assist Principal/Maintenance, in determining decontamination requirements.

Operations Staff:

- Obtain the victim's medical and emergency records to check for parental treatment consent.
- Obtain potential exposure victim's medical and emergency records to check for parental treatment consent.
- Arrange for the parents, guardians or other emergency contacts to be notified, if directed by Principal.

INFECTIOUS DISEASE-AIDED IN SCHOOL_POTENTIAL EXPOSURE

In most cases, the verification of this type of illness will not be known until after the individual has been examined by a medical professional. However, if circumstances indicate that the likelihood of an infectious disease, such as meningitis is present in an FLACS facility. FLACS staff will err on the side of caution, and follow the procedure outlined below.

To avoid unnecessary exposure, control of the aided victim will be assigned to one member of the FLACS Staff who has already had contact with the person suspected of having an infectious disease.

Faculty/Staff

- Upon becoming aware of an individual (staff/student) who is ill, you should have them report to the school nurse for evaluation, follow standard medical emergency procedure.
- If you are made aware that the illness **may** potentially involve an infectious disease, such as meningitis, immediately notify the school nurse and the Principal, as to the information you have received.
- Document the students and or faculty/staff that the individual had been in contact with. Teachers should document what students were in class when the illness was reported to them. Report this information to the Principal.

Nurse:

- **Isolate** and **contain** the potentially contagious individual within the nurse's office, or other area away from the general student population.
- Wear disposable gloves, wash hands with soap and water, and wear mask if available.

Principal:

- Confer with Nurse, and determine potential hazard to FLACS staff and students.
- Call 911 and request ambulance to respond to remove victim to hospital, if necessary. If student designate appropriate school personnel who will stay with student until parent or another responsible adult arrives.
- If an ambulance is called, designate and send a runner to direct it to the scene.
- Tell 911 dispatcher victim's name, age, injury or illness, any known pre-existing medical conditions and school address. Ensure specific information relative to individual's condition is relayed to first responders.
- Direct, Operations Staff to contact individual's emergency contact, and make appropriate notifications, as to situation and location where victim is being transported.
- Direct, Operations Staff to obtain the victim's medical and emergency records to check for parental treatment consent.
- Consult with first responder's (EMS) as to their evaluation of victim's condition.
- Maintain a level of confidentiality as to the identity of the victim.

Operations Staff:

- Contact individual's emergency contact, and make appropriate notifications, as to situation and location where victim is being transported.
- Obtain the victim's medical and emergency records to check for parental treatment consent.

Post Aided Removal from FLACS

Principal:

- Develop plan for post incident decontamination with Maintenance, if necessary.
- Convene, meeting with BRT/CMT Members, to determine additional follow-up actions.
- Determine in conjunction with Principal(s), and CEO what information should be shared with staff, students, and/or parents and execute a communications plan.
- Prepare written report for the CEO

INTRUDER/UNIDENTIFIED VISITOR/ASSAULT/HOSTAGE

General guidelines not to be applied to active shooter scenario

Security – These incidents can be prevented by following the four basic principles below:

- An unidentified visitor should be questioned as to his/her business in the building.
- Remain alert and aware of persons entering at all times.
- Greet all student/staff and visitors and offer assistance.
- All visitors must check in with the appropriate front desk/security officer.

Should an unknown individual be seen wandering in a school building without a visitor pass displayed

FLACS Staff:

- Contact front desk/security to verify that a visitor has registered.
- Unidentified visitors should be escorted to the front desk/security desk in the lobby.
- If the visitor does not cooperate, attempt to maintain contact, and notify another staff member to contact Principal.
- If it can be done safely, break contact and monitor the direction in which stranger is heading.
- If stranger attempts to make contact with a student, take measures to limit or end this contact by first attempting to remove student from area.
- If the unidentified visitor is in a classroom, utilize the nearest classroom telephone to contact the Front Desk for help.
- 911 will be called when any person poses a threat to the safety of the students, faculty, or staff. Be prepared with description of the person and location.
- IF A VISITOR BECOMES HOSTILE, AVOID ARGUING.
 - Try to protect the greatest number of people.
 - Have students leave area.
 - Try to isolate the visitor. Leave area and alert others in adjoining area.
 - If able, close classroom door with intruder in hallway and call 911 if necessary.

Principal Will:

- Respond to incident location; attempt to bring situation under control, if possible.
- Initiate hard lockdown, Soft (modified) lockdown, shelter in place or evacuation procedure if situation requires action.
- Contact NYPD via 911, and report intruder to Police
- Once situation is resolved prepare report for the CEO

HOSTAGE SITUATION

Immediately Scream “Help Me” and **resist restraint** by your attacker if possible. Your voice is one of your best weapons and may attract attention. Calling for attention and fighting back may cause the attacker to give up and flee. If possible, never agree to be a willing victim. If you, a student, or both, have been placed under the control of your attacker and have become hostages, **STAY CALM** at all times, cooperate with the hostage taker, if escape is not possible. Let First Responders (i.e., Police or Fire) handle all negotiations.

ACTIVE SHOOTER SITUATIONS

What is an active shooter situation? A situation where one or more people are in the process of causing death or injury or posing an immediate danger:

- Not a hostage situation
- Not a stand off
- Not a barricaded perpetrator
- Not an unarmed intruder

If you become aware of gunfire or an individual armed with a gun in a school building

When an active shooter is in your vicinity: Quickly determine the most reasonable way to protect your own life, and the lives of others. If possible and in a safe location call 911 as soon as possible. Call, or ask someone else to call, Security, or the Principal so appropriate procedures can be initiated. Remember your faculty and students are likely to follow your lead during an active shooter situation. There are only three responses to an active shooter scenario – in order of preferred response:

1: Evacuate (**Run**) – Have an escape route and plan in mind (prepare before an incident occurs), leave belongings behind, keep your hands visible for responding law enforcement. Once in a safe location call 9-1-1.

2: **Hide** – Hide in an area outside of active shooter's view. Block entry to your hiding place and lock doors if possible. Call 9-1-1 if possible, being careful to avoid making noise that could attract active shooter. Silence your cell phone; turn off any source of noise. Remain silent. Be prepared to fight if the door is breached.

3: Take action (**Fight**) – As a last resort and only when your life or the life of your students is in imminent danger: Attempt to incapacitate the active shooter. Act with physical aggression and throw items at the active shooter. – Be aware in a large number of cases active shooters are armed with more than one weapon. Commit to your actions, your life and the lives of others depend on it.

How to respond when law enforcement arrives on the scene: Remain calm and follow officers' instructions. Slowly raise hands spreading fingers, keep your hands visible at all times. Avoid any quick movements in the direction of officers. Avoid screaming and/or yelling. Do not stop officers as you are evacuating, simply move towards the point where they are entering location at their direction.

What information should you provide to law enforcement on scene or 911:

- 1: Location of active shooter (if known)
- 2: Number of shooters, if more than one
- 3: Physical description of shooters
- 4: Number and type of weapons observed

5: Number of possible victims at location¹

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".

The following procedures should be activated for any **Suspicious Package/Mail** received at school. If you receive or discover a suspicious package, letter or objects at school, immediately notify the Principal. Supply any known details.

The following procedures have been put in place as recommended by first responders in an effort to limit the potential exposure of anyone at the Family Life Academy Charter School who handles the mail delivery.

FLACS Staff:

- The person responsible for receiving and distributing mail shall wear gloves and place questionable mail in the container near the distribution area, and notify the Principal if something is deemed suspicious. If no designated container, a CMT or BRT member will place an empty garbage can over the mail.

The goal is to reduce the risk of exposure to potential suspicious packages throughout the school.

- Don't shake the suspicious package or envelope. Don't sniff, touch, or taste any contents that may have spilled out.
- Don't carry the suspicious mail around – and don't have others look at or touch it.
- Put the suspicious package or envelope on the floor or someplace where it won't fall over.
- Cover the suspicious item with an empty trash can, if possible.
- Leave the area, closing doors behind you. Tell others about the suspicious mail, and keep anybody else from going into the area.
- Wash your hands with plenty of soap and warm water.

¹ The above guidelines come from the Department of Homeland Security

- Make a list of the people who were in the room when the package or letter was opened. Include all people who may have handled this mail. Give copies of the list to police and to local public-health officials.

BOMB THREAT

The following procedures should be activated for a **BOMB THREAT** at the Family Life Academy Charter School building. If a bomb threat of any type occurs, immediately call the Principal. Supply any known details. (Follow the School (SAVE) Safety Plan for evacuation, if necessary.)

Signal: Notifications of possible bomb threat or device will be made without the use of fire alarm – Use hardwired telephones/intercom to have evacuation plan activated. **Do not use a wireless device**, have operations staff respond to each floor to inform all classes to follow evacuation procedure. Do not use radio or cellphones as they transmit wirelessly and could unintentionally trigger the explosive device.

FLACS Staff receiving notification:

- If a bomb threat is received by phone/mail, or other means.
- **If phone call - DO NOT Interrupt the Caller – attempt to keep on line as long as possible.**
- If possible alert someone nearby to notify Principal about caller.
- Obtain as many details as possible – utilize the bomb threat checklist:
 - When, where, how, what kind, and why.
 - Specific questions: When will it go off / where is it / what does it look like.
 - Determine sex of caller, mood of caller, remember the voice (is it familiar).
 - Listen for background noises.

Principal: Upon notification of bomb threat received by FLACS staff:

- Notify 911 – Authorities will assist in determining veracity of threat, as well as evacuation if necessary.
- When notifying building advise everyone to turn off cell phones, and maintenance/security not to use radios.
- Begin evacuation of building immediately.
- Utilize maintenance/security to assist in floor sweeps.
- Complete the bomb-threat checklist as soon as possible.

Bomb or unknown device found

Principal:

- Evacuate the building – Follow evacuation procedures.
- Ensure staff takes Go-bag that contains building plans (if available).

FLACS Staff finding suspicious device:

- Do not touch suspicious objects – report location to Principal.
- Avoid using light switches, cell phones or radios in vicinity of suspicious object.
- Do not search or disturb anything – Principal will have people available to speak to first responders who will request information relative to familiarity with the building.

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: Principal, or BRT Members

(Refer to Principal, and the bomb incident plan)

Additional Persons to Notify:

Name Telephone # _____

NYPD -911

Local Police Precinct: 84th Precinct: 718-875-6811

EXPLOSION

The following procedures should be activated for an **Explosion**, or a threat of an explosion, at school or near campus, such as those caused by chemicals, leaking gas, faulty boilers, falling aircraft or other. **IF AN EXPLOSION OF ANY TYPE OCCURS, call 9-1-1, and follow-up with Principal and BRT Members.** Supply any known details. (Follow the School Safety Plan – Evacuation or Shelter in Place)

The determination for evacuation or shelter in place procedure would be dictated by where the incident occurs, and the type of explosion (if known). See examples below:

Scenario #1: A loud explosion is heard while in an FLACS building. Initially it is unknown if explosion occurred in the building, or outside. There is no reported smoke or fire within the building at this time. No one has reported an incident on any floor within FLACS building. Smoke is filling nearby Street. – The fact pattern in this scenario suggests it would be better to initially shelter-in-place, since there are no reported indicators that the explosion occurred inside FLACS. Evacuating may expose FLACS staff and students to harmful smoke, and falling debris. Initiate shelter-in-place, unless instructed by first responders to evacuate to another location.

Scenario #2: A loud explosion is heard while in a FLACS building. A stream of smoke is coming out of one of the stairwells leading from the basement. In this scenario it is apparent that the incident occurred within the building, and an evacuation is necessary. Regardless of how small an incident whether it be an explosion, or fire, or other emergency condition, if it is inside an FLACS building, evacuation is advisable.

IF YOU ARE INSIDE A BUILDING AND YOU HEAR A POSSIBLE EXPLOSION:

FLACS Staff will:

1. Instruct students, and seek cover under a desk, table, or other heavy furniture to help provide protection from flying glass and debris. (**DROP-COVER-HOLD**). Stay away from exterior windows and walls.
2. Sound building fire alarm. Immediately Call Maintenance and follow up with the Principal.
3. Be aware of possible further explosions. Watch for falling debris.
4. Follow directions given by Principal, BRT Members, or emergency responders (i.e., Police or Fire).
5. Remain inside the building until you receive instructions from Principal, or emergency responders that it is safe to exit. Do not automatically evacuate upon hearing fire alarm, unless it is clear the explosion occurred inside an FLACS building.
6. If an evacuation is in order, leave the building immediately. **DO NOT** move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
7. Feel doors for heat from bottom to top, using the back of your hand before opening. If hot, do not open. If **NOT** hot, open door slowly, standing behind and to one side.
8. If caught in smoke, drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, etc.) as filter.
9. Proceed to your evacuation assembly area (Fire Drill assembly area) or other safe area and take roll.

Principal:

- Determine if explosion occurred inside building, or on the outside.
- Activate shelter-in-place, or evacuation plan based on location.
- Utilize security/maintenance to assist in execution of plan.

IF YOU ARE OUTSIDE THE BUILDING

1. Proceed to your Fire Drill assembly area or other safe area as designated by School (SAVE) Safety Plan.
2. Take roll, and follow directions of emergency response personnel (i.e., Police and Fire).
3. If on field trip, away from FLACS surroundings, notify Principal of occurrence.

HAZARDOUS MATERIAL ACCIDENT

The following procedures should be activated for any **Hazardous Materials** found or suspected at school or nearby. This procedure is designed for small spills, as well as larger incidents, beyond the capabilities of the maintenance staff. 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

If any hazardous materials are found or suspected, immediately call the Principal. Supply any known details.

Person Discovering the Incident Will:

- Remove students from the area.
- Notify Principal or BRT Member.
- Notify Front Desk to immediately inform Maintenance/Security, if practical. (small spill)

Principal or BRT Member Will:

- Call 911 to notify the FDNY if necessary.
- Coordinate with Maintenance for their assessment of the situation.
- Instruct staff and students to follow evacuation or shelter-in-place procedure.
- Be prepared to assist Fire Department in locating accident.

IN THE EVENT A PERSON COMES IN DIRECT CONTACT WITH SUSPECTED HAZARDOUS MATERIALS, FOLLOW ALL APPROPRIATE SAFETY PRECAUTIONS POSTED ONSITE OR ON CONTAINER. INFORM FIRE DEPARTMENT AS WELL. CALL POISON CONTROL AT **212-POISONS (212-764-7667)**.

Teachers Will:

- Await to be notified whether to follow Shelter in Place, or Evacuation Procedures.
- Once notified, teachers will initiate the appropriate procedure.

School Nurse Will:

- Triage possible exposure victims.
- Administer appropriate first aid to victims.
- Inform first responders of actions taken, and triage results

SPILL

1. Get out of the area. Move upwind and uphill of the spill. Assess persons in an around the affected areas for any sign of exposure.
2. If a building emergency exists, activate the fire alarm. Evacuate the building through the nearest available exit. Do your best to close off or mark the spill area. (Contain the spill if possible)
3. Move to the evacuation assembly areas as per the evacuation plan. Take roll and follow directions of Principal/BRT Members or emergency responders (i.e., Police or Fire).
4. **DO NOT**; return to an evacuated site unless authorized to do so by Principal/BRT Members, or first responders.

AIRBORNE RELEASE

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

If any hazardous materials are found or suspected, immediately call the Principal. Supply any known details.

Principal:

- Determine if release is internal or outside of FLACS building.
- Contact Fire Department and make decision to evacuate building if necessary. Internal release, evacuate, and then contact FDNY.

Internal Release

- Internal release: Activate evacuation plan. Remember **NO ELEVATORS**

External Release

1. External release: Activate Shelter-in-Place Procedure.
2. Ensure all doors are closed to the outside and lock all windows.
3. If possible have building maintenance turn off HVAC system, air handlers, and all air conditioners. Switch inlets to the “closed” position.
4. Seal off all vents, grills, or other openings to the outside to the greatest extent possible.
5. Notify FLACS staff not to use elevator – See, Shelter-in-Place section of safety plan
6. If the gases outside bother you, hold a wet cloth or handkerchief over your nose and mouth.
7. **DO NOT**; evacuate the building unless told to do so by emergency responders (i.e., Police or Fire).
8. **Principal or BRT Members** will advise the campus or site of an “**ALL CLEAR**” condition when the danger has been resolved and removed from the vicinity and exiting the building is safe.

Personnel Roles

- Principal will review appropriate hazardous materials literature to determine action and will consult with Principal.

CRIMINAL ACTIVITY

Criminal activity: In its legal definition, a crime is defined as an act or activity that does not adhere to the legal protocol or standard of lawful behavior and conduct. Below is a list of potentially serious criminal acts that may require the preservation of a crime scene.

Serious Criminal Acts:

- Armed Robbery/Burglary
- Assault (particularly if weapons are involved.)
- Sexual Assaults

Witness or Person to Whom a Crime Was Reported Will:

- Immediately notify the Principal.

Security Will:

- Ensure the safety of the victim.
- Notify Principal.
- Remain with the victim until Principal/first responder arrives.
- Maintain integrity of crime scene, if incident involved is serious in nature.

Principal Will:

- Assign a staff member to stay with the student (school counselor/social worker, Nurse, or staff member when appropriate).
- Notify 911 for police response.
- Determine if other outside agencies should be notified (i.e. CPS, EMS, etc.).
- Notify parent/guardian of involved student(s).
- Advise witnesses to document the incident.
- Ensure crime scene is maintained until first responders arrive.
- Notify the CMT Leader, and prepare report for review.

CMT Leader:

- Coordinate media effort, if any.

MISSING/LOST/KIDNAPPED CHILD

IN FLACS SCHOOL BUILDING: The FLACS Staff Member who suspects a child is missing/lost/kidnapped Will:

- Assemble the class in a secure place under supervision.
- Immediately notify the Principal.

Principal Will:

- Determine if a Soft (modified) lockdown should be called, prior to search.
- Assign staff to begin a systematic search of the building if the child is missing at school.
- Maintain record of areas searched to avoid duplication, and to ensure all areas are covered.
- Instruct designated staff (technology specialist) to review video footage for missing child.
- Gather the following information:
 - Child's name and description of clothing that day.
 - Emergency/Medical form.
 - Names of friends or classmates.

If child is not found:

- Notify 911 for police response, and assist as needed.
- Try to determine the presence of strangers around the area where the child was last seen.
- If kidnapping: Gather as much information about the abductor as possible, description, vehicle used, weapon possessed, direction of flight, etc.
- Notify the student's parents/guardians.

ON TRIP/OFF CAMPUS:

Person in Charge Will: If any FLACS Staff become aware of a missing child during an off-campus activity:

- Immediately notify the Principal.
- Gather students in a safe place and conduct roll call to determine if any other students are missing.
- Assign staff to begin a search of the area child was last seen.
- Gather the following information:
 - Child's name and description of clothing that day.
 - Emergency/Medical form.
 - Names of friends or classmates.
- Begin search in high-risk areas (e.g. water, streets)
- Notify 911 for local police response, assist as needed if child not located.

Principal:

- Notify the student's parents/guardians.

- Notify Operations Team at Network who will contact Counsel, board, and media coordinator as appropriate.

UTILITY FAILURE/FLOOD

The following procedures should be activated for a **Utility Failure/Flood** (such as those caused by gas leaks, FLACSC failure, elevator failure, plumbing/flooding, and electrical failure or other) at school building.

FLACS Staff: If you become aware of a utility failure/flood of any type; immediately notify Principal. Supply any known details.

Principal:

- Evaluate the actual threat, and determine if School (SAVE) Safety Plan should be instituted.
- Notify building maintenance to respond, if evacuation is not necessary.

The following are examples of possible circumstances involving this procedure, and the appropriate response to each:

UTILITY PROBLEMS

- **Gas leaks**
 - Evacuate area (Follow School (SAVE) Safety Plan – Evacuation procedure).
- **HVAC Failure**
 - If smoke or strong burning odors occur, evacuate immediately.
- **Elevator Failure**
 - Determine if anyone is trapped in elevator.
 - If persons are inside, instruct them to remain calm and that help is on the way.
- **Plumbing/Flooding**
 - If personal safety allows, have building maintenance shut off electrical equipment and evacuate area.
- **Electrical Failure**
 - If personal safety allows, have maintenance shut off electrical equipment and follow directions.

GENERAL SAFETY TIPS:

1. If you smell gas or burning odors, evacuate the area immediately (follow evacuation procedures) and take roll call.
2. If staff or students are in danger by rising water caused by faulty plumbing, water main break, or severe weather, immediately move the students to a dry area or higher ground and take attendance.
3. Remain calm and follow directions given by **Maintenance Personnel, the Principal, or first responders (i.e., Police, Fire, Con Ed.)**.
4. If required, the Principal will coordinate with school Principal(s) the early release of students to parents following proper release procedures.

5. Do not re-enter the area/building unless you are told it is safe by the Principal.

EARTHQUAKE (Drop, Cover, Hold)

The following procedures should be activated for an **Earthquake** at school building. If an earthquake occurs; immediately after tremors stop: follow-up with the Principal or BRT Members. Supply any known details.

During an earthquake:

FLACS Staff Will:

- Move students away from windows and other areas where objects could fall.

DROP-COVER-HOLD

Instruct students to **DROP or DUCK** down on the floor. Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots: near windows, under hanging objects, or in the vicinity of mirrors or tall furniture.

If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. Do not run outdoors. Do not use elevators. Follow directions of emergency personnel.

- Once tremors stop take attendance and report any missing students to Principal, or BRT.
- If odor of gas, notify Principal: follow evacuation plan.
- Report injuries to Nurse and damage to Principal.
- Wait for instructions on whether to move students to a safer area

In a Crowded Gym or Cafeteria: Stay in your seat and protect your head and neck. Do not rush for the exits. Follow directions of Principal, and emergency responders.

- Instruct students to get low to the ground and cover their heads with their hands.
- Take attendance and report missing students to Principal, or BRT.
- Report injuries to Nurse and damage to Principal/Maintenance.

In an Open Area: Move to a clear area if safe to do so. Avoid falling hazards. Protect your head and neck. Follow directions of emergency personnel. Stay clear of buildings, trees, and power lines.

In an Elevator: If power fails, elevators will stop and lights will go off. Be patient. Emergency personnel will rescue you as soon as possible.

AFTER THE SHAKING STOPS

If inside a Building: Expect aftershocks over the next several hours or days.

- Check yourself and others for injuries. Report any injuries to School Nurse.

- Assess your surroundings, check for damage and hazardous conditions, and report them to Principal/Maintenance.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- **DO NOT EVACUATE AUTOMATICALLY.** Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to **Fire Drill** areas, move swiftly. Grab keys, personal items and emergency supplies (only if safe to do so). Follow direction of emergency responders, Principal.

Principal Will:

- Assess situation and instruct staff and students to do one of the following:
 - Stay in place.
 - Evacuate the building (if instructed to do so by Police or Fire Departments).
- Attend to all student/staff safety issues.
- Notify parents when appropriate and practical.

School Nurse Will:

- Attend to, and triage, reported injuries.
- Distribute additional first aid kits and supplies if available.
- Maintain list of persons injured, and reported injuries.
- Prepare report for Principal, once event is over.

When To Go Home: In the event of a major earthquake, be prepared to stay on campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel and most emergency conditions have been stabilized.

SECTION VII: RECOVERY & APPENDICES

District Support for Buildings

Family Life Academy Charter Schools in preparation of its Safety Plan has put in place various policies, practices and teams to ensure the safety of all our FLACS communities. As a district, the Family Life Academy Charter Schools Network is currently comprised of 3 campuses FLACS I, II and III. All schools safety policies and procedures are coordinated through the Crisis Management Team (CMT) led by the FLACS Network. The Crisis Management Team has representation from each school by participation of each Principal and BRT leader.

The Crisis Management Team (CMT)

The CMT is comprised of all the BRT leaders from each school and is led by a Network staff. The FLACS COO is the chair of the CMT team. The CMT team is tasked to review and perfect all aspects of safety within the FLACS schools.

The Building Response Team (BRT)

The BRT is comprised of staff members at the individual school site. The BRT members have been tasked with responding to and organizing responses to any emergency within a school building. At all FLACS schools the BRT leader will be the Assistant Principal of the site. As school leader the Principal is the chair of any team or department at their school.

Recovery – Review of Incident

After the recovery stage of any incident the FLACS Safety Team (CMT/BRT) will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan, records to be kept by Network. Updates to the Safety Plan will be made as appropriate.

Disaster Mental Health Services

Disaster Mental Health Resources will be coordinated directly by Family Life Academy Charter Schools in support of Post-Incident Response Teams.

APPENDICES

To be appended to District Level / Building Level Safety Plan, but not distributed to Public

Note that this Building-level Response Plan has been submitted to the following local and state law enforcement agencies:

- **SUNY – Charter School Institute**

Appendix 1: School Buildings covered by District-wide School Safety (SAVE) Plan

School #1 Name	Public School 065
Address	677 East 141st Street Bronx, NY 10454
Contact Name	Jasmine Gonzalez
Contact Title	Principal
Contact Phone #	(718) 292-4628
Contact Email	

School #2 Name	St. Jerome School
Address	222 Alexander Avenue, NY 10454
Contact Name	Mr. Puglia
Contact Title	Principal
Contact Phone #	(718) 292-4920
Contact Email	

Appendix 2 **District Map**

Appendix 3 **Building Floor Plan/Schematic, including evacuation Routes, shelter locations, Utility shut off and emergency response area layouts**

Appendix 4 **School Organization Chart, including indication of School Safety Team members and the School Safety Team Chain of Command**

Appendix 5 **School Staff Contact List**

Appendix 6 **Local Emergency resources contact list**

Appendix 7 **Emergency Supplies List (including Go-bag)**

Appendix 8 **School Vehicle Inventory**

Appendix 9 **American Red Cross shelter agreement and map**

Appendix 10 **Memoranda of Understanding or agreements relevant to implementation of plan**