



Mark Rampersant, *Chief of,*
Office of Safety and Prevention Partnerships



Marlon Larin, *Commanding Officer*
School Safety Division
New York City Police Department

I.S. 99 - MANHATTAN

Safety Plan

Academic Year: 2023-2024

Being Edited

Print Date: September 1, 2023 9:29 AM

Precinct: 023 PCT PBMN

Address Information

Street Address: 410 EAST 100 STREET

City/State/Zip: MANHATTAN, NY 10029

Borough Safety Director

Borough Safety Director: [Frank Jordan](#)

School Safety Agent(s) III

Giselle Figueroa

Building Council

School	Person Name	Primary Contact Information
04M224	LUIS GENAO	Main Phone: 212-860-6047 Fax Number: 212-410-0678
84M385	Jamessa Clark	Main Phone: 646-747-6700 Fax Number: 646-478-9492
84M433	Terence Joseph	Main Phone: 212-722-5871



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School

Person Name

Primary Contact Information

Fax Number: 646-430-8555

Contents

Section	Topic
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Section 1 **School Safety Agent**

- School Safety Post Instructions
- School Safety Agent Post Assignment Form

Section 2 **Buildings Information**

I.S. 99 - MANHATTAN, 410 EAST 100 STREET

For each building:

- General Building Information
- Accessibility
- Elevators
- Escalators
- Electromagnetic Locks
- Stairwells
- Vaults
- Pools
- Control Panel
- School Yard
- Intrusion Alarm
- Door Alarms
- Safer Access Initiative (Door Locks)
- CCTV/Video Surveillance

Section 3 **Other Facilities Information**

- Transportables
- Cafeterias

Section 4 **Critical Security Notifications and Offices**

Section 5 **School/Program/Academy Information**

- M.S. 224 Manhattan East School for Arts & Academics (04M224)**
- Harlem Success Academy 3 Charter School (84M385)**
- Renaissance Charter High School for Innovation (84M433)**

For each school / program:

- Principal
- Operational Information
- Staff & Offices
- # Students per Grade
- School Personnel & Liaisons

- Chain of Command
- Class Schedules
- Lunch Schedule
- Yard Duty Assignments
- Hall Duty Assignments
- Bathroom Assignments
- Dismissal Schedules and Information
- Additional School Activities/Community Based Organizations (CBOs)
- Pool Use

Section 6 *Non-Instructional Offices & Organizations*

- Administrative Offices
- LYFE Center
 - LYFE Center Students
- Early Childhood Services
 - Early Childhood Students

Section 7 *Emergency Assignments, Egresses and Relocation Sites*

- Emergency Egresses
- Relocation Sites
- Floor Wardens
- Shelter-In
- Transportation Protocols
- Emergency Communications/Command Post

Section 8 *Procedures for Students/Staff with a Special Need Requiring Assistance in an Evacuation Emergency*

- Evacuation Staging for Students/Staff with a Special Need Requiring Assistance in an Evacuation Emergency – Guidelines
- Personalized Evacuation Plans (PEP)
- Special Needs Coordinator
- Special Needs Students
- Program Schedules and Attendance
- Special Needs Staff members
- Designated Internal Areas for Evacuation Assistance
 - Holding Rooms
 - Areas of Fire Rescue
 - Areas of Rescue Assistance

Section 9 *Medical Emergency Response Information*

- Health Protocols
- AED Procedures
 - Location and Status
 - AED Contact Information
- Health Resources: Personnel and Supplies

Section 10 *Procedures and Assignments*

- Building Response Team
- Crisis Team Members
- Site Entry Information
- Scanning Procedures
- Internal Communications
- Visitor Control Procedures, Visitor Log and Accessibility Guidelines
- Emergency Situations, Procedures and School Community Notifications
 - Notifications to the School Community
 - Bathroom Procedures
 - 911 Procedures
 - Crime Scene
 - Medical Emergencies
 - Suspicious Packages
 - General Response Protocols (GRP)
 - GRP Summary of Student and Staff Response
 - HOLD
 - Shooting / Hostage Situation
 - Bomb Threat
 - Bomb Threat Checklist
 - Building Collapse / Explosion
 - Chemical Spill / Natural & Propane Gas Leak
 - Fire Emergency
 - Fires Safety & Fire Drills
 - Shelter-in
 - Lockdown
 - Command Post Checklist
 - HOLD Guidance
 - Missing Student Protocol/Door Alarm Response Plan
 - Missing Student Protocol Activation
 - Safer Access Door Lock Initiative
 - Reunification Plan
 - Closing Procedures

Section 11 *Supplemental Documents*

- Floor Plans

Section 12 *Committee Members & Meetings / School Safety Plan Endorsement Page*

Section 1 School Safety Agents

The building/campus has **3** School Safety Agents.

School Safety Post Instructions

Each School Safety Agent Level III and School Safety Agent has specific functions to perform. These duties and responsibilities include:

- School Safety Agents will conduct themselves in a professional and courteous manner at all times.
- School Safety Agents will not allow students to remain on their post for extended conversations.
- School Safety Agents will remain on their assigned posts until relieved by authorized personnel, instructed by School Safety Agent Level III and/or Administration, or to respond to an immediate security situation.
- All students/intruders picked up for infractions will be referred to the school administration (Principal, Dean, Counselor, Chairperson, etc.).
- School Safety Agents will report untoward incidents to the School Safety Agent Level III and Administration.
- The School Safety Agent Level III will call or radio in the appropriate report(s). In the absence of a School Safety Agent Level III, School Safety Agent Level II or School Safety Agent Level I will call or radio in the required report(s) in a timely manner.
- School Safety Agents will escort all intruders to the School Safety Agent Level III and/or appropriate school administrator.
- School Safety Agents will call for backup/assistance when necessary.

SSA Post Assignments

Precinct: _____ ISC: _____

Date: _____

Campus Name: _____

S.S.D Supervisor: _____

Agent Name & Rank	Per 00	Per 01	Per 02	Per 03	Per 04	Per 05	Per 06	Per 07	Per 08	Per 09	Per 10
	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time

Section 2 Buildings Information

I.S. 99 - MANHATTAN (125)

Address Information	
Street Address: 410 EAST 100 STREET	
City/State/Zip: MANHATTAN, NY 10029	
Building Information	
How many floors does the building have that are used for instructional or administrative purposes?	5
All Public Schools should be prepared to Host other Public School in the event of an emergency requiring relocation. "Common areas" can be used for these purposes. The capacity of the common areas identified in this building are shown below:	
Cafeteria(s):	559
Auditorium(s):	625
Gymnasium(s):	425
Other: 3rd floor Gym	425
Where is the electrical control panel in the building?	B/20 basement
Where is the gas/oil shutoff in the building?	B/20 basement
Where is the water shutoff in the building?	B21 basement
Where is the fire box in the building?	b21 basement
Does this building have a panic button?	No
Where is the Panic Button located?	NA
Does this building have a Classroom Call Switch?	No
Does this building have a basement?	Yes
Does this building have a fully functioning sprinkler system in both classrooms and corridors?	No
Does this building have a sub-basement?	No
Where are the chemicals/controlled substances used in the science lab stored?	Room 214, 314, 414, 514
Who is responsible for laboratory safety, including storage and maintenance of chemicals and laboratory equipment?	ALEXANDER GORDON
Does this building have central air conditioning?	No
Does this building have ventilation system?	No
If yes, what type of ventilation system is it?	
If yes, where are the shut-off controls located?	
What is the storage location for hazardous materials that are often used by school custodians (e.g., bleaches; combustible cleaning materials)?*	Basement
*All hazardous materials must be kept in an appropriate area that is locked, isolated, and properly ventilated.	

Section 2 Buildings Information

Accessibility	Not Accessible										
Does this building have students that require the use of a Fully/Partially accessible Relocation Site?	No										
Elevators											
Does this building have elevators?	No										
<table border="1"> <thead> <tr> <th>Description</th> <th>Type</th> <th>Is the elevator staffed?</th> <th>Does the elevator have a phone?</th> <th>Intercom / Phone</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Description	Type	Is the elevator staffed?	Does the elevator have a phone?	Intercom / Phone					
Description	Type	Is the elevator staffed?	Does the elevator have a phone?	Intercom / Phone							
Escalators											
Does this building have escalators?	No										
<table border="1"> <thead> <tr> <th>Description</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Description	Location								
Description	Location										
Electromagnetic Locks											
Does this building have doors with electromagnetic locks?	No										
Where is the remote control panel for electromagnetic locks in the building?	Not Applicable										
Stairwells											
Does this building have stairwells?	Yes										
Vaults*											
Does this building have a walk-in vault?	Yes										
<i>Location</i>	109										
<i>Who has access to the vault combination?</i>	MELISSA CANCEL										
<p>*Many schools are equipped with large walk-in vaults that serve as secure, enclosed storage spaces for protection of assets from loss, theft, or damage by fire, water, or chemicals. Special care should taken to ensure that any vault in a school building is 1) kept under responsible supervision when it is open, and 2) inspected daily, particularly at closing time. Vaults should not be used as spaces to conduct work, and only those persons who are authorized to handle material that is maintained in the vault should be admitted. To prevent fires, lighters, matches and other incendiary devices should not be allowed in the vaults.</p>											
Pool Information											
Does this building have a functional pool?	No										
<table border="1"> <thead> <tr> <th>Location(s)</th> <th>Hours of Operation</th> <th>Who supervises pool activities during regular school hours?*</th> </tr> </thead> <tbody> <tr> <td></td> <td>-</td> <td></td> </tr> </tbody> </table>		Location(s)	Hours of Operation	Who supervises pool activities during regular school hours?*		-					
Location(s)	Hours of Operation	Who supervises pool activities during regular school hours?*									
	-										
<p>*A copy of a valid lifeguard and professional rescuer/resuscitator certification(s) must be kept on file at the school at all times.</p>											
<i>What is the storage location for hazardous materials* that are</i>	N/A										

Section 2 Buildings Information

<i>used for pool maintenance?</i>	
*All hazardous materials must be kept in an appropriate area that is locked, isolated and properly ventilated.	
<u>Control Panel Information</u>	
Who should be consulted regarding the location of the control panel?	FRANK SHEERAN at (212) 860-5854
<u>School Yard Information</u>	
Do students use this building's yard?	Yes
<u>Intrusion Alarm System</u>	
Does this building have an Intrusion Alarm System?	No
<i>Is the Intrusion Alarm functioning?</i>	No
<i>Are the exit doors connected to the Intrusion Alarm System?</i>	No
<u>Exit Door Alarm System</u>	
Does this building have key operated door alarms installed on exit doors?	Yes
How many key operated door alarms are installed on exit doors?	18
How many DOE staff members have been issued a key to operate the door alarms?	2
Do School Safety Agents have door alarm keys to operate the door alarms?	Yes
<u>Safer Access Door Lock System</u>	
Does this building have a door lock system installed?	NA
Where is the secondary door lock for emergency responders located?	NA
Have all SSAs and staff assigned to the main desk been trained in use of the door lock and video surveillance (if applicable) system?	NA
<u>CCTV/Video Surveillance System</u>	
Does this building have a CCTV/Video Surveillance System?	Yes (IPDVS)
<i>How many cameras are installed?</i>	37
<i>What kind of device is used to record video images?</i>	Network Server
<i>What specific areas are under surveillance?</i>	Auditorium(s) Exterior Doors Main Telecommunications Room Selected Corridors

Section 2 Buildings Information

	Selected Outdoor Locations Selected Stairwells Student Cafeteria(s)
<i>Who oversees daily operation of the surveillance system?</i>	Daily viewing by NYPD (SSA) staff
<u>Main Entrance Monitor</u>	
The main entrance must remain unlocked, accessible and monitored by a staff member (DOE or SSA) responsible for the implementation of the Visitor Control Procedures while the school building is open.	

Section 3 Other Facilities Information

Additional Facilities

Transportables	
Does this site have transportables or temporary structures?	No
In the event of an evacuation, can the street be accessed directly or through the schoolyard when exiting the transportable?	
The following transportable(s) or temporary structure(s) exist on this site:	
<u>Structure Type</u>	<u>Room(s)</u>
<u>Primary Egress</u>	
<u>Secondary Egress</u>	
Cafeterias	
Does this site have cafeterias?	Yes
The following cafeteria(s) are on this site:	
<u>Building</u>	<u>Cafeteria Type</u>
<u>Room</u>	
M099 I.S. 99 - MANHATTAN	Student
	100

Section 4 Critical Security Notifications and Offices

Individual phone numbers to the local precinct, nypd/school safety division borough commands, fire house and hospital should be gathered and posted in various areas of the building (i.e. principal's/secretary's office, dean's office, guidance counselor's office, nypd school safety agent's office).

New York City Department of Education Contacts

Office of Safety & Prevention Partnerships (Mark Rampersant, Chief)	(212) 374-4368
Emergency Information Center (EIC)	(718) 935-3210
Office of Special Investigations	(718) 935-3800
Office of Pupil Transportation	(718) 729-6100
Division of School Facilities	(718) 349-5799

New York City Police Department - School Safety Division Contacts

Marlon Larin	(718) 730-8800
Pamela Lightsey	(917) 507-5118
Operations Center (24-Hour Hotline, for evening and weekend emergencies)	(718) 730-8800

New York City Police Department - Precinct Contact

023 PCT PBMN	(212) 860-6406
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New York City and New York State Agencies

Office of Special Commissioner of Investigations for the New York City School District	(212) 510-1500
New York State Central Register (Reporting of Suspected Child Abuse)	(800) 635-1522

311 Government and Information Services Hotline

LUIS GENAO (PRINCIPAL) (04M224)	(212) 860-6047
NOT APPLICABLE (84M385)	(646) 747-6700
NOT APPLICABLE (84M433)	(212) 722-5871

Notify NYC (<https://a858-nycnotify.nyc.gov/notifynyc/Enrollment/>)

School Safety Plan Technical Assistance

Office of Safety and Youth Development call center	(718) 935-5004
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Critical Offices That May Be Used In A Building Emergency

Office	Building	Room No.
A.P. Administration Office	I.S. 99 - MANHATTAN	309
Counselor's Office	I.S. 99 - MANHATTAN	459
Counselor's Office	I.S. 99 - MANHATTAN	550
Dean's Office	I.S. 99 - MANHATTAN	350
General Office	I.S. 99 - MANHATTAN	401
Nurse's Office	I.S. 99 - MANHATTAN	116
Principal's Office	I.S. 99 - MANHATTAN	250
Principal's Office	I.S. 99 - MANHATTAN	313
Principal's Office	I.S. 99 - MANHATTAN	450
Principal's Office	I.S. 99 - MANHATTAN	559

Section 5 School/Program/Academy Information

School Information - 04M224

Principal	LUIS GENAO
Phone: (212) 860-6047	Fax: (212) 410-0678
Hours of Operation	8:02 AM To 6:00 PM
How many floors of the building does this school/program/academy use?	1
Does this school/program/academy operate as a Night School?	No
Is this a Young Adult Borough Center (YABC)?	No
Staff	
Teachers:	16
Paraprofessionals:	5
School Aides:	4
Supervisors/Administrators:	2
Secretaries:	1
Additional Staff:	2
Other:	0
Total:	30
# of Students Per Grade Served	
# of 3K Student	0
# of Pre K	0
# of Grade K	0
# of Grade 1	0
# of Grade 2	0
# of Grade 3	0
# of Grade 4	0
# of Grade 5	0
# of Grade 6	70
# of Grade 7	67
# of Grade 8	55
# of Grade 9	0
# of Grade 10	0
# of Grade 11	0
# of Grade 12	0
# of Adult Student	0
Total for Grades Served	192

School Personnel and Liaisons

Title	Name
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Section 5 School/Program/Academy Information

Title	Name
311 Designee	LUIS GENAO (PRINCIPAL)
Assistant Principal Security/Dean	MELISSA CANCEL (ASSISTANT PRINCIPAL)
Dietician	KEVIN KWOK (SCHOOL FOOD SERV MGR)
PA President/Co-President	Kisha Shoulders (PA President/Co-President)
Parent Coordinator	ANGIE ORTIZ (COMMUNITY ASSOCIATE)
Respect for All Liaison	AUDREY BETHEA (SUBST ABUSE PREV&INTER SP)
UFT Chapter Leader	FRANCIS HANDIBODE (TEACHER)

Chain of Command

The Chain of Command for Emergencies and BRT Activations is a listing of school personnel who, in sequence, are responsible to manage the incident in the **absence of the Principal/Site Administrator**. As such, the Principal(s) **must not be listed, even on a campus**. Each designated staff member must be knowledgeable about the Safety Plan and be able to assume a leadership role when necessary. The Chain of Command **must include** Building Response Team (BRT) Leader, Assistant Principals, Deans, or Teachers.

Command Position	Name	Title	Home Phone
First	MELISSA CANCEL	ASSISTANT PRINCIPAL	On File
Second	BRYAN MARSEY	TEACHER	On File
Third	ANGIE ORTIZ	COMMUNITY ASSOCIATE	On File

Class Schedule

Period	Period Start Time	Period End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Daily
1	8:02:00 AM	8:48:00 AM						X
2	8:49:00 AM	9:35:00 AM						X
3	9:36:00 AM	10:22:00 AM						X
4	10:23:00 AM	11:09:00 AM						X
5	11:10:00 AM	11:56:00 AM						X
6	11:57:00 AM	12:43:00 PM						X
7	12:45:00 PM	1:31:00 PM						X
8	1:32:00 PM	2:18:00 PM						X

Lunch Schedule

Does this school/program/academy have a lunch schedule?	Yes
Do the students remain in school for lunch?	Yes
Where is the daily lunch schedule posted?	school drive

Yard Duty Assignments

Are school personnel assigned to monitor the school yard?	Yes
Where are the daily yard duty assignments posted?	school drive

Hall Duty Assignments

Are school personnel assigned to monitor the hallways?	No
Where are the daily hall duty assignments posted?	NA

Section 5 School/Program/Academy Information

Bathroom Assignments

Are school personnel assigned to monitor the bathrooms?	NA
Are bathroom use logs maintained by staff members assigned?	NA
Where are the daily bathroom assignments posted?	NA

Dismissal Schedules and Information

Building Name	Start Time	Using OPT?	Exit	Staff Assigned	Administrator Responsible for Dismissals
M099 - I.S. 99 - MANHATTAN	2:00:00 PM	Yes	Exit Exit 1 - 410 East 100th	ANTONIO QUIROS JR	MELISSA CANCEL
Students who are picked up by a parent/guardian wait in the					Room 112

Additional School Activities / Community-Based Organization Partnerships

Does this school/program/academy have any additional school activities?	Yes
Does this school/program/academy have any community-based organizations working in the building?	Yes

If there are After-School Programs being conducted in the building the following BRT Members must be added: After-School Incident Assessor; After-School Assembly Point Coordinator; After-School Recorder.

After School Building Response Team

Name	Title	Telephone
JAMES KEMP (F/T SCHOOL AIDE)	After-School Incident Assessor	(862) 888-7055
Justine Ogaldes (CBO Personnel)	After-School Recorder	(646) 639-0447
Erick Flemister (CBO Personnel)	After-School Assembly Point Coordinator	(347) 567-2590
JAMES KEMP (F/T SCHOOL AIDE)	After-School Incident Assessor	(862) 888-7056

Program Type	Activity	Mon	Tue	Wed	Thu	Fri	Sat
Permit Holder / CBO	BEACON/STANLEY ISAAC	02:00 PM 06:00 PM	02:00 PM 06:00 PM	02:00 PM 06:00 PM	02:00 PM 06:00 PM	02:00 PM 06:00 PM	02:00 PM 06:00 PM

Supervisor: Tamar Joseph(CBO Personnel)	Special Need Students: 0
Administrative Office: Room 111	Relocation Site(s): Stanley Issacs 415 93th Street, NYC, Ny 10029
Scanning: No	Medical supplies are kept at: room 111

Pool Use

Does this school/program/academy use the on-site pool (where applicable)?	No
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School Information - 84M385

Principal	Jamessa Clark
Phone: (646) 747-6700	Fax: (646) 478-9492
Hours of Operation	7:20 AM To 6:30 PM
How many floors of the building does this school/program/academy use?	1

Section 5 School/Program/Academy Information

Does this school/program/academy operate as a Night School?	No
Is this a Young Adult Borough Center (YABC)?	No
Staff	
Teachers:	28
Paraprofessionals:	4
School Aides:	0
Supervisors/Administrators:	12
Secretaries:	0
Additional Staff:	0
Other:	0
Total:	44
# of Students Per Grade Served	
# of 3K Student	0
# of Pre K	0
# of Grade K	69
# of Grade 1	81
# of Grade 2	80
# of Grade 3	84
# of Grade 4	86
# of Grade 5	0
# of Grade 6	0
# of Grade 7	0
# of Grade 8	0
# of Grade 9	0
# of Grade 10	0
# of Grade 11	0
# of Grade 12	0
# of Adult Student	0
Total for Grades Served	400

School Personnel and Liaisons	
Title	Name
311 Designee	NOT APPLICABLE ()
Assistant Principal Security/Dean	Sara Charney (Charter School Personnel)
Dietician	NOT APPLICABLE ()
PA President/Co-President	NOT APPLICABLE ()
Parent Coordinator	Luke Ferree (Charter School Personnel)
Respect for All Liaison	Jameesa Clark (Charter School Personnel)
UFT Chapter Leader	NOT APPLICABLE ()

Chain of Command

The Chain of Command for Emergencies and BRT Activations is a listing of school personnel who, in sequence, are responsible

Section 5 School/Program/Academy Information

to manage the incident in the **absence of the Principal/Site Administrator**. As such, the Principal(s) **must not be listed, even on a campus**. Each designated staff member must be knowledgeable about the Safety Plan and be able to assume a leadership role when necessary. The Chain of Command **must include** Building Response Team (BRT) Leader, Assistant Principals, Deans, or Teachers.

Command Position	Name	Title	Home Phone
First	Luke Ferree	Charter School Personnel	On File
Second	Sara Charney	Charter School Personnel	On File
Third	Daniel Santos	Charter School Personnel	On File

Class Schedule

Period	Period Start Time	Period End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Daily
1	7:20:00 AM	3:45:00 PM	X	X		X	X	
1	7:20:00 AM	12:30:00 PM			X			

Lunch Schedule

Does this school/program/academy have a lunch schedule?	Yes
Do the students remain in school for lunch?	Yes
Where is the daily lunch schedule posted?	main office for school

Yard Duty Assignments

Are school personnel assigned to monitor the school yard?	Yes
Where are the daily yard duty assignments posted?	main office for school

Hall Duty Assignments

Are school personnel assigned to monitor the hallways?	No
Where are the daily hall duty assignments posted?	NA

Bathroom Assignments

Are school personnel assigned to monitor the bathrooms?	NA
Are bathroom use logs maintained by staff members assigned?	NA
Where are the daily bathroom assignments posted?	NA

Dismissal Schedules and Information

Building Name	Start Time	Using OPT?	Exit	Staff Assigned	Administrator Responsible for Dismissals
M099 - I.S. 99 - MANHATTAN	3:45:00 PM	No	Exit Exit 5 - East 100th Street & FDR	Sara Charney	Luke Ferree
	Students who are picked up by a parent/guardian wait in the				Room 401
	12:30:00 PM	No	Exit Exit 5 - East 100th Street & FDR	Sara Charney	Luke Ferree
	Students who are picked up by a parent/guardian wait in the				Room 401

Additional School Activities / Community-Based Organization Partnerships

Section 5 School/Program/Academy Information

Does this school/program/academy have any additional school activities?	Yes
Does this school/program/academy have any community-based organizations working in the building?	No

If there are After-School Programs being conducted in the building the following BRT Members must be added: After-School Incident Assessor; After-School Assembly Point Coordinator; After-School Recorder.

After School Building Response Team

Name	Title	Telephone
JAMES KEMP (F/T SCHOOL AIDE)	After-School Incident Assessor	(862) 888-7055
Justine Ogaldes (CBO Personnel)	After-School Recorder	(646) 639-0447
Erick Flemister (CBO Personnel)	After-School Assembly Point Coordinator	(347) 567-2590
JAMES KEMP (F/T SCHOOL AIDE)	After-School Incident Assessor	(862) 888-7056

Program Type	Activity	Mon	Tue	Wed	Thu	Fri	Sat
Additional School Program/Activity	Afterschool Clubs	03:45 PM 06:30 PM	03:45 PM 06:30 PM	12:30 PM 03:00 PM	03:45 PM 06:30 PM	03:45 PM 06:30 PM	
Supervisor: Luke Ferree(Charter School Personnel)				Special Need Students: 0			
Administrative Office: 401				Relocation Site(s): PS\IS 101			
Scanning: No				Medical supplies are kept at: 401			

Pool Use

Does this school/program/academy use the on-site pool (where applicable)?	No
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School Information - 84M433

Principal	Terence Joseph
Phone: (212) 722-5871	Fax: (646) 430-8555
Hours of Operation	8:00 AM To 6:07 PM
How many floors of the building does this school/program/academy use?	2
Does this school/program/academy operate as a Night School?	No
Is this a Young Adult Borough Center (YABC)?	No
Staff	
Teachers:	42
Paraprofessionals:	0
School Aides:	0
Supervisors/Administrators:	15
Secretaries:	2
Additional Staff:	16
Other:	0
Total:	75
# of Students Per Grade Served	

Section 5 School/Program/Academy Information

# of 3K Student	0
# of Pre K	0
# of Grade K	0
# of Grade 1	0
# of Grade 2	0
# of Grade 3	0
# of Grade 4	0
# of Grade 5	0
# of Grade 6	0
# of Grade 7	0
# of Grade 8	0
# of Grade 9	143
# of Grade 10	123
# of Grade 11	109
# of Grade 12	78
# of Adult Student	0
Total for Grades Served	453

School Personnel and Liaisons	
Title	Name
311 Designee	NOT APPLICABLE ()
Assistant Principal Security/Dean	Ira Yasbin (Charter School Personnel)
Dietician	NOT APPLICABLE ()
PA President/Co-President	NOT APPLICABLE ()
Parent Coordinator	NOT APPLICABLE ()
Respect for All Liaison	Danielle Martin (Charter School Personnel)
UFT Chapter Leader	NOT APPLICABLE ()

Chain of Command

The Chain of Command for Emergencies and BRT Activations is a listing of school personnel who, in sequence, are responsible to manage the incident in the **absence of the Principal/Site Administrator**. As such, the Principal(s) **must not be listed, even on a campus**. Each designated staff member must be knowledgeable about the Safety Plan and be able to assume a leadership role when necessary. The Chain of Command **must include** Building Response Team (BRT) Leader, Assistant Principals, Deans, or Teachers.

Command Position	Name	Title	Home Phone
First	Steven Filla Riff	Charter School Personnel	On File
Second	Makayah Logan	Charter School Personnel	On File
Third	Danielle Martin	Charter School Personnel	On File

Class Schedule

Period	Period Start Time	Period End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Daily
0	8:00:00 AM	8:20:00 AM	X	X		X	X	

Section 5 School/Program/Academy Information

Period	Period Start Time	Period End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Daily
0	8:00:00 AM	8:20:00 AM			X			
1	8:20:00 AM	9:08:00 AM			X			
1	8:20:00 AM	9:14:00 AM	X	X		X	X	
2	9:16:00 AM	10:10:00 AM	X	X		X	X	
2	9:10:00 AM	9:58:00 AM			X			
3	10:00:00 AM	10:48:00 AM			X			
3	10:12:00 AM	11:06:00 AM	X	X		X	X	
4	11:08:00 AM	12:02:00 PM	X	X		X	X	
4	10:50:00 AM	11:38:00 AM			X			
5	11:40:00 AM	12:28:00 PM			X			
5	12:04:00 PM	12:58:00 PM	X	X		X	X	
6	12:58:00 PM	1:40:00 PM	X	X		X	X	
6	12:55:00 PM	1:40:00 PM			X			
7	1:40:00 PM	2:28:00 PM			X			
7	1:40:00 PM	2:34:00 PM	X	X		X	X	
8	2:36:00 PM	3:30:00 PM	X	X		X	X	
8	2:30:00 PM	3:18:00 PM			X			

Lunch Schedule

Does this school/program/academy have a lunch schedule?	Yes
Do the students remain in school for lunch?	Yes
Where is the daily lunch schedule posted?	main office for school

Yard Duty Assignments

Are school personnel assigned to monitor the school yard?	Yes
Where are the daily yard duty assignments posted?	main office for school

Hall Duty Assignments

Are school personnel assigned to monitor the hallways?	Yes
Where are the daily hall duty assignments posted?	main office for school

Bathroom Assignments

Are school personnel assigned to monitor the bathrooms?	NA
Are bathroom use logs maintained by staff members assigned?	NA
Where are the daily bathroom assignments posted?	NA

Dismissal Schedules and Information

Building Name	Start Time	Using OPT?	Exit	Staff Assigned	Administrator Responsible for Dismissals
M099 - I.S. 99 - MANHATTAN	4:00:00 PM	No	Exit Exit 1 - 410 East 100th	Gary Leslie	Danielle Martin
Students who are picked up by a parent/guardian wait in the					Room 204

Additional School Activities / Community-Based Organization Partnerships

Section 5 School/Program/Academy Information

Does this school/program/academy have any additional school activities?	Yes
Does this school/program/academy have any community-based organizations working in the building?	No

If there are After-School Programs being conducted in the building the following BRT Members must be added: After-School Incident Assessor; After-School Assembly Point Coordinator; After-School Recorder.

After School Building Response Team

Name	Title	Telephone
JAMES KEMP (F/T SCHOOL AIDE)	After-School Incident Assessor	(862) 888-7055
Justine Ogaldes (CBO Personnel)	After-School Recorder	(646) 639-0447
Erick Flemister (CBO Personnel)	After-School Assembly Point Coordinator	(347) 567-2590
JAMES KEMP (F/T SCHOOL AIDE)	After-School Incident Assessor	(862) 888-7056

Program Type	Activity	Mon	Tue	Wed	Thu	Fri	Sat
Additional School Program/Activity	Extended Day	04:07 PM 06:07 PM	04:07 PM 06:07 PM	04:07 PM 06:07 PM	04:07 PM 06:07 PM	04:07 PM 06:07 PM	04:07 PM 06:07 PM

Supervisor: Terence Joseph(Principal)	Special Need Students: 0
Administrative Office: 250	Relocation Site(s): Life Science Secondary School
Scanning: No	Medical supplies are kept at: Nurse's Office

Pool Use

Does this school/program/academy use the on-site pool (where applicable)?	No
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Section 6 Non-Instructional Offices & Organization

Administrative Offices

Does this school/program/academy contain any external administrative offices? **No**

LYFE Center

Does this school/program/academy contain a LYFE Center? **No**

LYFE Center Classroom - Guidelines

LYFE Centers must be equipped with the following items:

- "Blue Card" for each student enrolled;
- A functional PA System;
- A functional phone;
- 2-way radio;
- Evacuation "Go-bag";
- Fire Extinguisher;
- Posted Sanitization Schedule;
- Window Stoppers;
- Fire Drill Posters;
- First Aid Kit; and,
- Fall Prevention Devices

LYFE Center Evacuation "Go-Bag" - Guidelines

Each LYFE Centers Evacuation "Go-Bag" is provided by District 79 and must be equipped with the following items:

- Blanket;
- Hand sanitizer;
- Pencils/Pens - Note Pad;
- Paper Towels;
- Flashlight/Batteries;
- Pacifiers (clean) - 8 each;
- Sharpie;
- Diapers - 1 pack med.;
- Baby wipes; and,
- First Aid Kit

Early Childhood Services Other Than DOE District Pre-K Programs

Does this school/program/academy contain other services for children under 5 years of age? **No**

Section 7 Emergency Assignments, Egresses and Relocation Sites

Emergency Egresses

Every room occupied by students and/or staff, including those used intermittently throughout the day, must have a primary and alternate route to exit the room and, ultimately, the building.

When school principals and/or the Incident Commander (from NYPD, FDNY, OEM, DOHMH, or another designated external agency overseeing management of the emergency) have made the decision to evacuate a school building, students, staff, and visitors to the building must exit using the designated egress and/or alternate egress route.

Please note: exits and streets are both required in this section. Cafeteria / Lunchroom, Auditorium, and Gymnasium, where appropriate, should be included in the list of rooms and exits.

I.S. 99 - MANHATTAN

Room	Exit	Stairwells	Street Address
109 Cafeteria	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 4	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 100th Street & FDR Drive Alternative Address: East 99th Street
109 Office	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
109-3 Office	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 4	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 100th Street & FDR Drive Alternative Address: East 99th Street
109-4 Office	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 4	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 100th Street & FDR Drive Alternative Address: East 99th Street
111 Office	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
112 Office	Primary Exit: Exit: Exit 5 Alternative Exit: Exit: Exit 2	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 100th Street & FDR Drive Alternative Address:East FDR Drive Drive
116 Nurse's Office	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
201 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
202 Office	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
202A Office	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
203 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
204 Office	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
204A Office	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: F Alternate Stairwells:E	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive

Section 7 Emergency Assignments, Egresses and Relocation Sites

Room	Exit	Stairwells	Street Address
205 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
206 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
207 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
208 Classroom	Primary Exit: Exit: Exit 3 Alternative Exit: Exit: Exit 5	Primary Stairwells: C Alternate Stairwells:D	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
209 Classroom	Primary Exit: Exit: Exit 3 Alternative Exit: Exit: Exit 5	Primary Stairwells: C Alternate Stairwells:D	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
210 Office	Primary Exit: Exit: Exit 3 Alternative Exit: Exit: Exit 2	Primary Stairwells: D Alternate Stairwells:C	Primary Address: East 99th Street Alternative Address:East FDR Drive Drive
211 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: B Alternate Stairwells:A	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
212 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: B Alternate Stairwells:A	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
214 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: B Alternate Stairwells:A	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
214B Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: B Alternate Stairwells:A	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
250 Principal's Office	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
251 Other	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: C Alternate Stairwells:B	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
255 Other	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: C Alternate Stairwells:B	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
262A Other	Primary Exit: Exit: Exit 3 Alternative Exit: Exit: Exit 2	Primary Stairwells: C Alternate Stairwells:B	Primary Address: East 99th Street Alternative Address:East FDR Drive Drive
263 Office	Primary Exit: Exit: Exit 3 Alternative Exit: Exit: Exit 2	Primary Stairwells: C Alternate Stairwells:B	Primary Address: East 99th Street Alternative Address:East FDR Drive Drive
301 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
302 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
303 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
304 Classroom	Primary Exit:	Primary Stairwells:	Primary Address:

Section 7 Emergency Assignments, Egresses and Relocation Sites

Room	Exit	Stairwells	Street Address
	Exit: Exit 4 Alternative Exit: Exit: Exit 5	E Alternate Stairwells:F	East 99th Street Alternative Address: East 100th Street & FDR Drive
305 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
306 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
307 Classroom	Primary Exit: Exit: Exit 3 Alternative Exit: Exit: Exit 2	Primary Stairwells: C Alternate Stairwells:D	Primary Address: East 99th Street Alternative Address:East FDR Drive Drive
308 Classroom	Primary Exit: Exit: Exit 3 Alternative Exit: Exit: Exit 2	Primary Stairwells: C Alternate Stairwells:D	Primary Address: East 99th Street Alternative Address:East FDR Drive Drive
309 A.P. Administration Office	Primary Exit: Exit: Exit 3 Alternative Exit: Exit: Exit 2	Primary Stairwells: C Alternate Stairwells:D	Primary Address: East 99th Street Alternative Address:East FDR Drive Drive
310A Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: A Alternate Stairwells:B	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
310B Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: A Alternate Stairwells:B	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
311 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: A Alternate Stairwells:B	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
312A Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: A Alternate Stairwells:B	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
312B Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: A Alternate Stairwells:B	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
313 Principal's Office	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: A Alternate Stairwells:B	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
314 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: A Alternate Stairwells:B	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
315 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit: Exit 3	Primary Stairwells: A Alternate Stairwells:B	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
350 Dean's Office	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 3	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 99th Street
351 Other	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 3	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 99th Street
353 Other	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 3	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 99th Street
357 Other	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 3	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 99th Street
359 Office	Primary Exit: Exit: Exit 4	Primary Stairwells: E	Primary Address: East 99th Street

Section 7 Emergency Assignments, Egresses and Relocation Sites

Room	Exit	Stairwells	Street Address
	Alternative Exit: Exit: Exit 3	Alternate Stairwells:F	Alternative Address: East 99th Street
401 General Office	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
402 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
403 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
404 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
405 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
406 Classroom	Primary Exit: Exit: Exit 4 Alternative Exit: Exit: Exit 5	Primary Stairwells: E Alternate Stairwells:F	Primary Address: East 99th Street Alternative Address: East 100th Street & FDR Drive
407 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: B Alternate Stairwells:A	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
408A Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: B Alternate Stairwells:A	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
408B Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: B Alternate Stairwells:A	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
409 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: B Alternate Stairwells:A	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
410 Office	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: B Alternate Stairwells:A	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
410A Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: B Alternate Stairwells:A	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
411 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: B Alternate Stairwells:A	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
412 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: B Alternate Stairwells:A	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
414 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
415 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
416 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
417 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive

Section 7 Emergency Assignments, Egresses and Relocation Sites

Room	Exit	Stairwells	Street Address
418 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
419A Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
419B Office	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
450 Principal's Office	Primary Exit: Exit: Exit 3 Alternative Exit: Exit 2	Primary Stairwells: D Alternate Stairwells:C	Primary Address: East 99th Street Alternative Address:East FDR Drive Drive
459 Counselor's Office	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
501 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit 3	Primary Stairwells: D Alternate Stairwells:C	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
502 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit 3	Primary Stairwells: D Alternate Stairwells:C	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
504 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit 3	Primary Stairwells: D Alternate Stairwells:C	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
505 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit 3	Primary Stairwells: D Alternate Stairwells:C	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
506 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit 3	Primary Stairwells: D Alternate Stairwells:C	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
507 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit 3	Primary Stairwells: D Alternate Stairwells:C	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
508 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit 3	Primary Stairwells: D Alternate Stairwells:C	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
509 Classroom	Primary Exit: Exit: Exit 2 Alternative Exit: Exit 3	Primary Stairwells: D Alternate Stairwells:C	Primary Address: East FDR Drive Drive Alternative Address: East 99th Street
510 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
511 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
512 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
513 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
514 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
550 Counselor's	Primary Exit:	Primary Stairwells:	Primary Address:

Section 7 Emergency Assignments, Egresses and Relocation Sites

Room	Exit	Stairwells	Street Address
Office	Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	A Alternate Stairwells:B	410 East 100th Street Alternative Address:East FDR Drive Drive
559 Principal's Office	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
564 Classroom	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
565 In-School Suspension Center	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive
566 Gymnasium	Primary Exit: Entrance/Exit: Exit 1 Alternative Exit: Exit: Exit 2	Primary Stairwells: A Alternate Stairwells:B	Primary Address: 410 East 100th Street Alternative Address:East FDR Drive Drive

Relocation Sites

Short-term Relocation Sites should provide shelter to students and staff and allow for easy communication with Borough Safety Directors and other external supports. Short-term Relocation Sites should be able to serve the instructional and educational needs of the relocating school for approximately one week.

The principal or designee as identified in the safety plan "chain of command" is responsible for all students and staff at the relocation site. The principal or designee as identified in the safety plan "chain of command" is responsible for all students and staff at the relocation site.

The primary and secondary relocation sites should be in close proximity to the main school site. In an emergency that affects the school's entire neighborhood or a larger area, the primary and secondary location may be rendered unusable. In such cases, the third, "out of area" location should be used.

In situations where relocations may extend past one week (known as long term relocation) the DOE will determine an appropriate relocation site that may not be listed in the safety plan to accommodate the needs of multiple schools. As a result, this may also occur when an emergency requires the simultaneous relocation of multiple schools that have identified the same relocation site. Principals will be informed of the long-term relocation site through Central and Superintendent Office communications.

**I.S. 99 - MANHATTAN - 410 EAST 100 STREET
(ASSISTANT PRINCIPAL) (212) 8606047**

MELISSA CANCEL

Destination	Relocation Site	Designee at Relocation Site	Capacity	Accessibility	Grades	# of People
Primary	(P.S. 38 (OLD M121) - MANHATTAN) 232 EAST 103 STREET , MANHATTAN, NY 10029	Colavito, Eva (Charter School Personnel), 2127220232	950		K,1,2,3,4	444
	(P.S. 50 (UDC) - MANHATTAN) 433 EAST 100 STREET , MANHATTAN, NY 10029	SMITH, NAOMI (PRINCIPAL), 2128605976	832	Partially Accessible	6,7,8	219
	(OLD MANHATTAN VOC/TECH HS - M) 320 EAST 96 STREET , MANHATTAN, NY 10128	SWANSON, KIMBERLY (PRINCIPAL), 2128315153	750		9,10,11,12	528
Secondary	(P.S. 101 - MANHATTAN) 141 EAST 111 STREET , MANHATTAN, NY 10029	Kurth, William (Charter School Personnel), 9176796399	876	Fully Accessible	K,1,2,3,4	444
	(I.S. 13 - MANHATTAN) 1573 MADISON AVENUE , MANHATTAN, NY 10029	LIEBERMAN, BENNETT (PRINCIPAL), 2128605831	1,506		6,7,8	219

Section 7 Emergency Assignments, Egresses and Relocation Sites

Destination	Relocation Site	Designee at Relocation Site	Capacity	Accessibility	Grades	# of People
Secondary	(I.S. 45 - MANHATTAN) 2351 1ST AVENUE , MANHATTAN, NY 10035	PANETTA, MICHAEL (PRINCIPAL), 2128315153	1,546		9,10,11,12	528
Out of Area	(MANHTN CT FOR MATH & SCI. HS - M) 260 PLEASANT AVENUE , MANHATTAN, NY 10029	PURICE, FLORIN (PRINCIPAL), 2128764639	2,408	Partially Accessible	6,7,8,9,10,11,12	747
	(P.S. 30 - MANHATTAN) 144-176 EAST 128 STREET , MANHATTAN, NY 10035	Stavonor, Sabrina (Charter School Personnel), 6464426600	1,152	Partially Accessible	K,1,2,3,4	444

Floor Wardens

Each floor of a school building must be assigned a designated Floor Warden and, where staff are available, a Searcher. Those persons who are designated as Wardens and Searchers should be familiar with the Safety Plan, the location of exits and the location of the fire alarm system.

In an emergency, Wardens and Searchers are responsible for ensuring that all occupants are notified of the emergency, and that students and staff follow evacuation procedures safely. Wardens and Searchers should search lavatories and classrooms to ensure that all students, staff, and visitors are out of the building.

To ensure principal awareness of which floor wardens and other designees are present in the event of an emergency, schools may wish to require sign-in in a logbook at the beginning of each workday. Schools may also wish to provide floor wardens with armbands, baseball caps, vests, or another item to ensure their easy identification during an emergency.

Principals, BRT Leader, or School Safety Agents must not be listed as Floor Wardens or Searchers.

Floor Warden	Searcher	Floor/Post/Area
ANGIE ORTIZ (COMMUNITY ASSOCIATE)	ANTONIO QUIROS JR (F/T SCHOOL AIDE)	5
FRANK SHEERAN (Custodian/Custodial Designee)	Jorge Balbes (Custodian/Custodial Designee)	basement
JACQUELINE CORREA (SCHOOL SECRETARY)	RACHEL MELAMUDOV (TEACHER SPECIAL EDUCATION)	1
Luke Ferree (Charter School Personnel)	Sara Charney (Charter School Personnel)	4
Makayah Logan (Charter School Personnel)	Rad Todoc (Charter School Personnel)	3
Stephen Falla Riff (Charter School Personnel)	Danielle Martin (Charter School Personnel)	2

Shelter-In

Designate school staff members who will be responsible for reporting to specific building exit doors during a Shelter-In.

During a Shelter-In all exit doors including kitchen doors and loading docks must be secured to prevent entry/egress during a Shelter-In emergency.

Principals must not be assigned to exit doors. While School Safety Agents (SSAs) can be assigned, consult with the SSA Level III prior to assigning SSAs to exit doors.

Building Name	Exit Name	Staff Assigned
(M099) I.S. 99 - MANHATTAN	Entrance/Exit: Exit 1	ANGIE ORTIZ

Section 7 Emergency Assignments, Egresses and Relocation Sites

Building Name	Exit Name	Staff Assigned
(M099) I.S. 99 - MANHATTAN	Exit: Exit 3	Sara Charney
(M099) I.S. 99 - MANHATTAN	Exit: Exit 4	D'anya Brown
(M099) I.S. 99 - MANHATTAN	Exit: Exit 5	Rad Todic
(M099) I.S. 99 - MANHATTAN	Exit: Exit 6	Jason Schultz

Transportation Protocols in the Event of an Emergency

In the event of an emergency, it is important that each school identify the specific transportation needs for the entire school community, as well as students who rely on busing as part of their regular dismissal from school. In an emergency that requires a relocation to a building that may require the use of a bus, Central and District teams will work with the school to obtain specific information and help coordinate the dispatch of buses through contracted vendors and/or the MTA. It is important the school leaders immediately contact their Borough Safety Director and District Transportation Liaison when there is an emergency that requires an evacuation with potential relocation. Contact for your Borough Safety Director and the Office of Pupil Transportation can be found on the Critical Contact page of the School Safety Plan.

Schools must have the following information prepared when calling for transportation assistance

- The address of the location you need transportation to.
- The number of student and staff needing transportation
- Dismissal plans: this may include transportation back to the home school for dismissal from there or dismissal arrangements from the relocation site.

Always remember that parents must be notified once transportation and dismissal procedures are changed. In addition, calling EIC as immediately as possible will generate a notification through Notify NYC.

Emergency Communications/Command Post

For emergency situations where the Building Response Team (BRT) activated is a command post must be established. This includes times when a building/school may need to Lockdown, Shelter-in, HOLD, or Evacuate. The command center is the single location where all principals will report to gather and disseminate information to the members of the Building Response Team. The BRT Leader will obtain updates from activated BRT members and provide information to all principals so that a single decision can be made to ensure the safety of all staff and students.

All buildings will identify a Primary (internal) location as well as an Alternate (internal) location to be used as a command center. These locations should have specific equipment and materials readily available. This includes; floor plans; bullhorns; radios; batteries and chargers; and working telephones. In cases where an evacuation is necessary the command center will need to be established outside the perimeter of the school site, in close proximity to the building at a location that will not interfere with first responders performing emergency operations. The external command center should be located in a location that can allow for schools to communicate with first responders.

Reminder: During Bomb Threats or incidents of suspicious packages, electronic communications (Cell phones, 2-way radios) is prohibited until authorized by first responders.

The Command Center locations are identified below.

I.S. 99 - MANHATTAN

Section 7 Emergency Assignments, Egresses and Relocation Sites

Command Post	Description
Primary	112
Alternate	565
ExternalCommandPostLocation	NE CORNER OF 100 ST & FIRST AVE

Command Post Activation Guide

FOR ALL EMERGENCIES, CALL 911, EIC AND NOTIFY YOUR SSA/SUPERVISOR AND BOROUGH SAFETY DIRECTOR

THIS GUIDE SHOULD REMAIN POSTED IN THE DESIGNATED COMMAND POST, PLACED IN THE BRT KIT AND ALL BRT BINDERS.
THE GRP RESOURCES AND ACTION SHEETS SHOULD BE USED TO GUIDE THE BRT WHEN ACTIVATED.

CONTACT INFORMATION: ALWAYS CALL 911 IN AN EMERGENCY		
Emergency Information Center (EIC): 718-935-3210	Borough Safety Director:	NYPD/SSD (for non-emergency issues such as coverage after 4PM and on weekends): 718-730-8696
Superintendent	Deputy Director of Facilities:	Senior Field Counsel:
Pupil Transportation	School Safety Borough Command:	Local NYPD Precinct:

NOTE: During a bomb threat or suspected explosive device, the use of electronic devices (phones, two way radios) is prohibited.

GENERAL COMMAND POST INFORMATION: STAFFING

Command Posts may be established internally or externally depending on the incident/conditions. A Command Post will be opened through a public address system announcement, or the activation of the fire alarm signal. Staff required to report to the command post include:

- Principals from all schools on the campus (if applicable) - BRT Leader - Nurse/Health Aide - Custodial Engineer - School Safety Agent - Recorder

Upon arrival, field support staff members are to be directed to the Command Post. These individuals include your Borough Safety Director, Deputy Director of Facilities, Superintendent and Borough Office Staff. As first responders arrive, they should be directed to the command post as well.

SCHOOL SAFETY PLAN AND EVACUATION INFORMATION MUST REMAIN CONFIDENTIAL AND MUST NOT BE POSTED ON SCHOOL WEBSITES OR POSTED ON BULLETIN BOARDS THROUGHOUT THE BUILDING.

GENERAL COMMAND POST INFORMATION: MATERIALS

Internal Command Post (Prior to beginning an evacuation when first responders provide specific directions for a controlled evacuation, shelter-in, soft lockdown, and recovery after a hard lockdown.)

Basic Materials Required (schools may add materials):

- Copy of School Safety Plan with "easy-to-read" floor plans
- Copy of all General Response Protocol tools
- The BRT Bag including the BRT Action Sheets
- Additional keys to classrooms and offices
- AM/FM Radio
- Two-way Radios
- Computer/printer/fax/copier/landline phone/cell phone
- Current rosters and blue card information
- Water and non-perishable snacks
- Various office supplies (paper, pens, markers, tape)

Internal Command Post (Once an evacuation begins and during the relocation process until everyone is at the relocation site.)

Basic Materials must remain portable to be relocated as necessary:

- Rolling cart
- Copy of School Safety Plan with "easy-to-read" floor plans
- Copy of all General Response Protocol tools
- Bullhorn/portable PA system (more than one if possible)
- Two-way Radios
- Current class rosters, blue card information, emergency contact information for staff. Information may also be in electronic format if laptops are accessible.
- Various office supplies (paper, pens, markers, tape)
- AED unit and First Aid supplies
- Cell phones



Command Post Activation Guide

FOR ALL EMERGENCIES, CALL 911, EIC AND NOTIFY YOUR SSA/SUPERVISOR AND BOROUGH SAFETY DIRECTOR

THIS GUIDE SHOULD REMAIN POSTED IN THE DESIGNATED COMMAND POST, PLACED IN THE BRT KIT AND ALL BRT BINDERS.
THE GRP RESOURCES AND ACTION SHEETS SHOULD BE USED TO GUIDE THE BRT WHEN ACTIVATED.

THE FOLLOWING TABLE OUTLINES THE BASIC ACTIONS TO BE TAKEN WHEN ACTIVATING A BRT AND OPENING A COMMAND POST FOR EMERGENCIES THAT REQUIRE THE USE OF THE GENERAL RESPONSE PROTOCOLS. MANY ACTIONS OUTLINED BELOW WILL TAKE PLACE SIMULTANEOUSLY.

Evacuation and/or Relocation: CALL 911	Shelter-In: CALL 911	Lockdown (Soft or Hard): CALL 911
<ul style="list-style-type: none"> ● Make appropriate GRP announcement and direct all BRT members to the command post or to specific posts (internal or external). For campus buildings, all principals are required to report to the single command post. ● Ensure that a member of the custodial team, nurse, and school safety are at the command post. First responders should be directed to the command post. An SSA should remain at the command post to coordinate communication with first responders. ● Ensure that 911, EIC, the BSD, and Superintendent and other support staff are notified. ● The Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates. ● The BRT Leader should ensure that all BRT equipment is available. ● The APC should ensure that all documents (copies of blue cards, staff emergency contact information, etc....) are available. ● EO should ensure that the relocation sites are prepared-. In addition, the EO should ensure that the external command post is available before it is required. ● Once the evacuation begins, the command post staff should relocate to the external post and obtain updates on conditions from BRT members assigned to street posts until the incident has ended. ● The BRT and Crisis teams coordinate all recovery efforts and follow the Crisis Intervention Plan. 	<ul style="list-style-type: none"> ● Make appropriate GRP announcement and direct all BRT members to the command post or to specific posts throughout the building. For campus buildings, all principals are required to report to the single command post. ● Ensure that members of the custodial team, nurse, and school safety are at the command post for a briefing. An SSA should remain at the command post to coordinate communication with first responders. ● Ensure that 911, EIC, the BSD, and Superintendent and other support staff are notified. ● The Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates. ● The IA should report to each post to identify and report any issues to the command post. BRT members, floor wardens, and any available support staff should be directed to hall/floor posts to assist in monitoring internal conditions and report any issues to the command post. ● The command post remains open until the incident has ended and the BRT Leader confirms that the building is functioning as normal. ● The BRT and Crisis teams coordinate all recovery efforts and follow the Crisis Intervention Plan. 	<p>Soft Lockdown: No imminent danger = building sweep</p> <ul style="list-style-type: none"> ● Make appropriate GRP announcement and direct all BRT members to the command post for deployment throughout the building. For campus buildings, all principals are required to report to the single command post. ● Ensure that a member of the custodial team and school safety are at the command post for a briefing of the situation. An SSA should remain at the command post to coordinate communication with the first responders. ● Ensure that 911, EIC, the BSD, and Superintendent and other support staff are notified. ● Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates. ● The BRT leader and principals should not participate in a sweep of the building unless a lack of staffing makes it necessary to do so. Many critical decisions and notifications must be made throughout the incident from the Command Post. Conditions on each post should be reported to the Command Post. Sweep team members should only initiate communications to report problems. ● Conditions on each post should be reported to the command post. Sweep team members should only initiate communications to report problems. <p>Hard Lockdown: Imminent danger. NO building sweep.</p> <ul style="list-style-type: none"> ● Everyone is in lockdown and waiting for first responders. ● The command post opens after the all-clear is given to begin the recovery process. ● The BRT and Crisis teams coordinate all efforts and follow the Crisis Intervention Plan.



Section 8 Safety Evacuation Procedures for Students/Staff with a Special Need Requiring Assistance in an Evacuation Emergency

Schools must identify and list in this section all students/staff **who need individualized evacuation assistance and cannot be safely evacuated in accordance with the procedures used for the general population or using the services/supports the individual regularly receives, and (for students only) using classroom pedagogical/management safety techniques and training.** These individuals may include individuals with limited mobility, as well as students with cognitive or emotional disabilities who need additional and specific supports to safely evacuate in an emergency.

In order to be prepared for an evacuation:

- All buildings must develop **building specific evacuation** procedures for students and staff with special needs requiring assistance in an evacuation emergency, as set forth below.
- Schools must develop a **Personalized Evacuation Plan (PEP)** using the PEP template for each individual.
 - o who requires evacuation by first responders from designated areas in the building; or
 - o who does not need to be taken/report to the designated internal areas for evacuation but who requires individualized evacuation assistance to be safely evacuated to the designated external areas, as set forth below.

The BRT Special Needs Coordinator, and school 504 Coordinator and IEP Team Leader, **must** coordinate with the BRT and members of the 504 Team and/or IEP Team (such as the school nurse) to identify students and staff who require individualized evacuation assistance, and help in completing this section and **required** Personalized Evacuation Plans. Individuals who require emergency medication/attention will be immediately responded to by the nurse, the BRT, and School Safety Agents. Staff will use the GRP Assembly Card System (which is covered in the "GRP Summary of Staff and Student Response" section) to indicate that help is needed.

Building-Specific Evacuation Procedures

All buildings must develop building-specific evacuation procedures for students and staff with special needs requiring assistance in an evacuation emergency. These procedures must be developed, regardless of whether there are individuals who require such assistance currently onsite, since students/staff with special needs who require emergency evacuation assistance can be assigned to a school at any time.

In developing these procedures, School Safety Committees are encouraged to consult with their respective New York City Fire Department battalions and with the NYPD/School Safety Division as necessary.

These procedures must include the following:

- For students and staff who cannot be safely evacuated outside the building, the school must designate the following areas/rooms inside the building (referred to as the Internal Areas for Evacuation Assistance) to which these individuals must be taken and from which they will be evacuated by emergency responders:
 1. an FDNY-approved **holding room**; or
 2. an FDNY **fire rescue area** (for sprinkler-equipped buildings only); or
 3. an FDNY **area of rescue assistance**; or
 4. where there are no FDNY rooms as set forth in 1-3, any other appropriate space(s) close to a stairwell or point of egress designated by school officials. Classrooms used for this purpose are called **Retreat Rooms**.
- The location of staging areas outside the building including egress routes (listed in Section 7);
- The location where program, attendance, and schedule information will be posted
- The BRT Special Needs Coordinator (SNC) with overall responsibility for ensuring that:
 1. all students/staff identified as requiring individualized evacuation assistance are evacuated or where applicable, are taken/ report to the identified rooms/areas listed above
 2. students/staff taken to a designated room/area are immediately reported to the FDNY and NYPD responders for their safe evacuation from the building.

Note: In all buildings, the staff member responsible for the above tasks is the SNC.

Personalized Evacuation Plan (PEP)

Schools that do not have students/staff requiring assistance in an evacuation emergency currently on site are not required to complete the Personalized Evacuation Plan (PEP) described below. However, once such student or staff member is assigned to the building, or for any students/staff reporting to the school with a short-term/temporary condition that will require assistance in an evacuation emergency, the PEP must be created and attached to the School Safety Plan as an addendum.

A PEP must be developed and implemented for each student/staff listed in this section using the required PEP template. The PEP describes how the student/staff will be safely evacuated. **The PEP must be shared with the staff member/parent of the student for whom it is developed.**

Special Needs Coordinator (SNC)

	Name	Title	Telephone
Primary	RODRIGUEZ, JOANA	SCHOOL SOCIAL WORKER	(212) 860 - 6047

Students/Staff with a Special Need Requiring A PEP for Individualized Assistance in an Evacuation Emergency

The following section provides a list of each student/staff enrolled/employed at this site for whom a PEP is required, along with the individual and backup individual responsible for assisting each student/staff member.

This site does not have any student with Special Needs

Staff	Special Need
CHRISTOPHER SCANLON	Visually Impaired

Special Needs Program Schedules and Attendance

Indicate in which rooms current program schedules and attendance information for students and staff members listed in this section will be available. The SNC, and all personnel responsible for providing support to these individuals, must also have copies of this information.

Where are program schedules posted?	THE MAIN OFFICE OF EACH OF THE FOUR SCHOOLS IN THE COMPLEX HAS COPIES OF THE SCHEDULES FOR ALL STUDENTS IN EACH SCHOOL.
Where is student/staff attendance information available?	DAILY ATTENDANCE IS COLLECTED EACH MORNING IN THE three SCHOOLS. A DAILY ATTENDANCE PRINTOUT IS GENERATED. ALL DAILY ATTENDANCE LOGS ARE KEPT IN THE MAIN OFFICE OF EACH SCHOOL. STUDENT CLASS LISTS ARE ALSO MAINTAINED IN EACH MAIN OFFICE.

Designated Internal Areas For Evacuation Assistance

Building	Room Number	Room Type	Retreat or Specific FDNY Room	Stairwell Located Closest to the Room Listed
I.S. 99 - MANHATTAN	250	Principal's Office	Retreat Rooms	E
	307	Classroom	Retreat Rooms	C
	401	General Office	Retreat Rooms	E
	565	In-School Suspension Center	Retreat Rooms	A

Section 9 Medical Emergency Response Information

Health Protocols

Some health conditions may affect a student's participation in school activities, or may affect other students or staff. Schools receive information about student health conditions in a variety of ways. The one person in your school who is responsible for receiving all student health information is:

Name	Title	Agency
ADESOLA LAWAL	STAFF NURSE	DOE

Health information should be reviewed by a nurse, administrative staff, or other trained staff, in consultation with medical professionals. The person at your school (may be same as above) who is responsible for reviewing information about health conditions and consulting with medical professionals, as appropriate, is:

Name	Title	Agency
ADESOLA LAWAL	STAFF NURSE	DOE

The person (may be same as above) responsible for implementing health recommendations (e.g. activity restrictions, public health investigations, informational letters to parents, etc.) is:

Name	Title	Agency
ADESOLA LAWAL	STAFF NURSE	DOE

AED (Automated External Defibrillator) Procedures

According to New York State Education Law Section 917, all public schools must provide and maintain AED equipment at strategic locations to ensure access for use during medical emergencies. Whenever public-school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities and whenever a school-sponsored athletic contest is held at any location, school officials and administrators must ensure the presence of at least one AED/CPR certified staff volunteer. Where a school-sponsored competitive athletic event is held at a site other than a public-school facility, school officials shall assure that AED equipment is provided on-site.

Public school facilities are deemed "public access defibrillation (PAD) sites" and are subject to the requirements and limitations of this definition. Schools are required to post a list of the locations of each AED unit at their main entrance. Ensure your AED location poster is posted at the school's main entrance and is easily visible. You may print your AED location poster from the Department of Education's AED vendor Emergency Skills, Inc.'s (ESI) web site <http://doe.emergencyskills.com/mainpage.php>. Please note you will need to be logged in to your school's profile to do this as each AED poster is customized per school.

AED Locations and Status

Serial Number	Building	Location	Status
B15B-02149	M099 - I.S. 99 - MANHATTAN	Outside Room 263	A
B16K-03204	M099 - I.S. 99 - MANHATTAN	3rd Fl Outside RM 310	A
B16K-03193	M099 - I.S. 99 - MANHATTAN	5th fl Outside RM 510	A

Section 9 Medical Emergency Response Information

Serial Number	Building	Location	Status
B16K-02970	M099 - I.S. 99 - MANHATTAN	Main Entrance by School Safety	A
B16K-03191	M099 - I.S. 99 - MANHATTAN	4th Floor Outside 456	A

1. Training

- a. Trained personnel should have work schedules that ensure constant coverage when school building is open. Any staff volunteer may receive training, but administrators, custodians, secretarial staff, and other staff who are not assigned to classrooms are highly recommended.
- b. Each school building should ensure that at least 2 school personnel are trained. Schools that share a building are required to maintain adequate AED/CPR certified staff volunteers.
- c. All coaches of intramural sports must maintain the required AED/CPR certification at all times.
- d. Training is voluntary and is provided free of charge to all staff by ESI, and may be arranged through the DOE web site <http://doe.emergencyskills.com/mainpage.php>. CPR/AED certification is valid for two years.
- e. Training certification must include successful performance of use of the AED, CPR for adults, children, and infants, and choking procedures for adults, children, and infants. Training provided by ESI is the best way to ensure staff has received appropriate training. In addition to the training provided by ESI, the DOE currently accepts certifications approved by the American Heart Association (AHA) and the American Safety and Health Institute (ASHI). Please note that if training is obtained from an agency other than ESI, reimbursement of any associated costs is not available as our contracted vendor provides the training free of charge to all staff.

Name	School	Building Name	Status	AED	CPR
ANGIE ORTIZ	04M224	M099 - I.S. 99 - MANHATTAN	Active	Jun 28, 2025	Jun 28, 2025
MELISSA CANCEL	04M224	M099 - I.S. 99 - MANHATTAN	Active	Jun 28, 2025	Jun 28, 2025
JOSEPH MENDEZ	04M224	M099 - I.S. 99 - MANHATTAN	Active	Jun 28, 2025	Jun 28, 2025
ALEXANDER GORDON	04M224	M099 - I.S. 99 - MANHATTAN	Active	Jun 28, 2025	Jun 28, 2025

2. Contact Person

- a. Each principal must designate an AED contact person to coordinate all AED activities at the school.
- b. The AED contact must have a work email address that he or she checks daily and responds to. Do not designate a person without access to a computer at work, or with a personal email address (e.g. AOL, hotmail, or yahoo).

Designated AED Contact Person	Position	Telephone	Fax
ANGIE ORTIZ	Primary	212-860-6047	212-410-0678
MELISSA CANCEL	Alternate	212-860-6047	212-410-0678

Section 9 Medical Emergency Response Information

3. Equipment Placement & Maintenance

- a. Every school must have an unlocked wall cabinet containing a functional AED (both provided by the Office of School Health (OSH) free of charge) mounted at the main entrance of the school near the school safety post, where it is clearly visible and accessible to the public.
- b. Wall cabinets are to be mounted, by the school custodian, in hallways where they are accessible in the event of an emergency. No cabinet may be mounted in a room that is not generally accessible and under no circumstances may a cabinet be mounted, or a school unit stored, in a room with a door(s).
- c. Representatives of ESI, will determine whether schools require more than one AED and will recommend their locations.
- d. All PSAL Coaches and Athletic Directors are issued portable AEDs to be carried to all athletic games, practices, and scrimmages. Except during athletic events, AEDs are to be kept inside at room temperature. AEDs are not to be stored overnight in vehicles.
- e. The contact person at each school should perform a monthly visual check of the unit(s) at the school. The contact person must verify that the AED(s) is present and is not displaying an alarm. A monthly checklist can be found on ESI's web site at <http://doe.emergencyskills.com/fr2.php>.
- f. Twice a year, representatives of ESI will visit the school to perform maintenance and service on the school's unit(s) and conduct a Code Blue Drill.

4. Security

- a. Because AEDs must be maintained where they are accessible, they are less secure than other school equipment.
- b. If an AED is lost or stolen, the school or the person to whom it is assigned must:
 - i. report the loss or theft to the local police precinct and obtain a police report; and,
 - ii. inform OSH of the loss, including AED serial number by faxing a copy of the police report to 718-391-8128.
- c. Lost or stolen AED's will be replaced at no cost to the school provided that there has not been a high incidence of loss at the school. After reporting the loss to OSH and providing the required documentation, schools will be informed of the procedure for replacement of the equipment. A replacement cannot be issued until a police report is received by OSH.

5. Drills

- a. Each school has an AED Site Response Plan, as generated in the school safety plan, indicating the steps to be performed during an actual medical emergency.
- b. Every school must issue a copy of the AED Site Response Plan to all employees, and must post it prominently in the school.
- c. Twice a year, representatives of ESI will make unannounced visits to the schools to perform mock drills of the AED Site Response Plan. Schools may not receive advanced warning of these visits, and cannot re-schedule them. Schools are expected to participate in the drill as it is the best way to ensure they are ready to respond in the event of an actual emergency which can occur at any time,
- d. Each school will be evaluated on its emergency readiness during each drill.

Building	Primary Procedure	Alternate Procedure
M099 - I.S. 99 - MANHATTAN	PA System	

Section 9 Medical Emergency Response Information

In the event that there is a power outage, the following procedure will be followed:

WALKIE-TALKIE'S, CELL PHONES, RUNNERS WILL BE SENT TO LOCATE tr'S.

6. Incidents

Immediately report any incident requiring the use of an AED to the Office of School Health at (718) 391-8566/8227 and ESI at (212) 564-6833. It is imperative that incidents be reported to OSH in a timely manner as data from the AED unit utilized must be retrieved and an incident report is required to be filed within 5 business days of the incident.

7. AED Contact Information

Husain Thompson
AED Program Manager
Bronx, Brooklyn, Queens, Charter
Schools
Tel: 718-391-8227
Email: HThomps@schools.nyc.gov

Celeste T. McGee
AED Program Manager
Manhattan, Staten Island, Alternative,
Citywide and Empowerment Schools
Tel: 718-391-8566
Email: CMcGee3@schools.nyc.gov

Rebekah Carrow, Project Manager
New York City DOE AED Program
Emergency Skills, Inc.
ESI: 212-564-6833
DOE: N/A
Email: Rebekah@emergencyskills.com

Health Resources: Personnel & Supplies

Which mental health staff (guidance, social worker, psychologist, psychiatrists) are available on site daily?	, NOT APPLICABLE BETHEA, AUDREY SUBST ABUSE PREV&INTER SP,
Who is your site administrator for issues of exposure to blood borne pathogens, etc.?	CANCEL, MELISSA ASSISTANT PRINCIPAL,
Who staffs your school daily for school health services?	LAWAL, ADESOLA STAFF NURSE,
Are medical supplies (e.g. medication, first aid supplies, diabetes monitoring supplies, epi-pens for anaphylaxis, etc) kept in a room other than the medical room?	I.S. 99 - MANHATTAN - Yes
As part of Universal/Standard Precautions, does your school have gloves and other forms of Personal Protective Equipment (PPE) available?	I.S. 99 - MANHATTAN - Yes
If so, where are they kept?	I.S. 99 - MANHATTAN - Main Office; Medical office; MAIN OFFICE OF EACH SCHOOL; CAFETERIA
Where are the medical supplies kept?	I.S. 99 - MANHATTAN - 205 I.S. 99 - MANHATTAN - 401 I.S. 99 - MANHATTAN - 559 I.S. 99 - MANHATTAN - Manhattan East Office Room 559 Harlem Success Academy 3 Room 401 Renaissance Innovation High School Room 205
Where is the Emergency Medical Bag kept?	I.S. 99 - MANHATTAN - 109 I.S. 99 - MANHATTAN - 116
Who is responsible for bringing the bag to the site of a medical emergency?	I.S. 99 - MANHATTAN - LAWAL, ADESOLA (STAFF NURSE)
Who is responsible for maintaining its contents and accessibility?	I.S. 99 - MANHATTAN - LAWAL, ADESOLA (STAFF NURSE)
Who is trained to administer an epi-pen in the case of anaphylaxis?	I.S. 99 - MANHATTAN - LAWAL, ADESOLA (STAFF NURSE)
Who, other than the nurse or other school health staff has access to this medical equipment in case of an emergency?	I.S. 99 - MANHATTAN - ORTIZ, ANGIE (COMMUNITY ASSOCIATE)

Principal's Checklist for Emergency Readiness

This checklist is designed to be used by principals as a tool to ensure that training and preparedness for Building Response Teams (BRT), and the General Response Protocols (GRP) begin at the **start of the school year**.

Safety, BRT, and GRP Planning: Address these items prior to students returning to school.

- Download BRT and GRP training materials that are posted on the Info Hub.
- Review all current members of the BRT to identify any vacancies or changes of BRT roles.
- Have the custodian survey the building to ensure:
 - o Door locks and Door Alarms are in proper working order;
 - o The public address system can be heard in every room, office, and common space;
 - o AED units and fire extinguishers have been serviced and are operational;
 - o Emergency Egress and GRP posters are hung in each classroom, office, and common space.

Schedule required training for staff within the building by Sept. 15 each year (**include School Safety Agents, custodial team, food services, and the nurse**), where critical safety topics are thoroughly reviewed, including:

- o BRT members and roles in an emergency;
- o GRP training focusing on the procedures for Evacuation, Shelter-In, and Lockdowns;

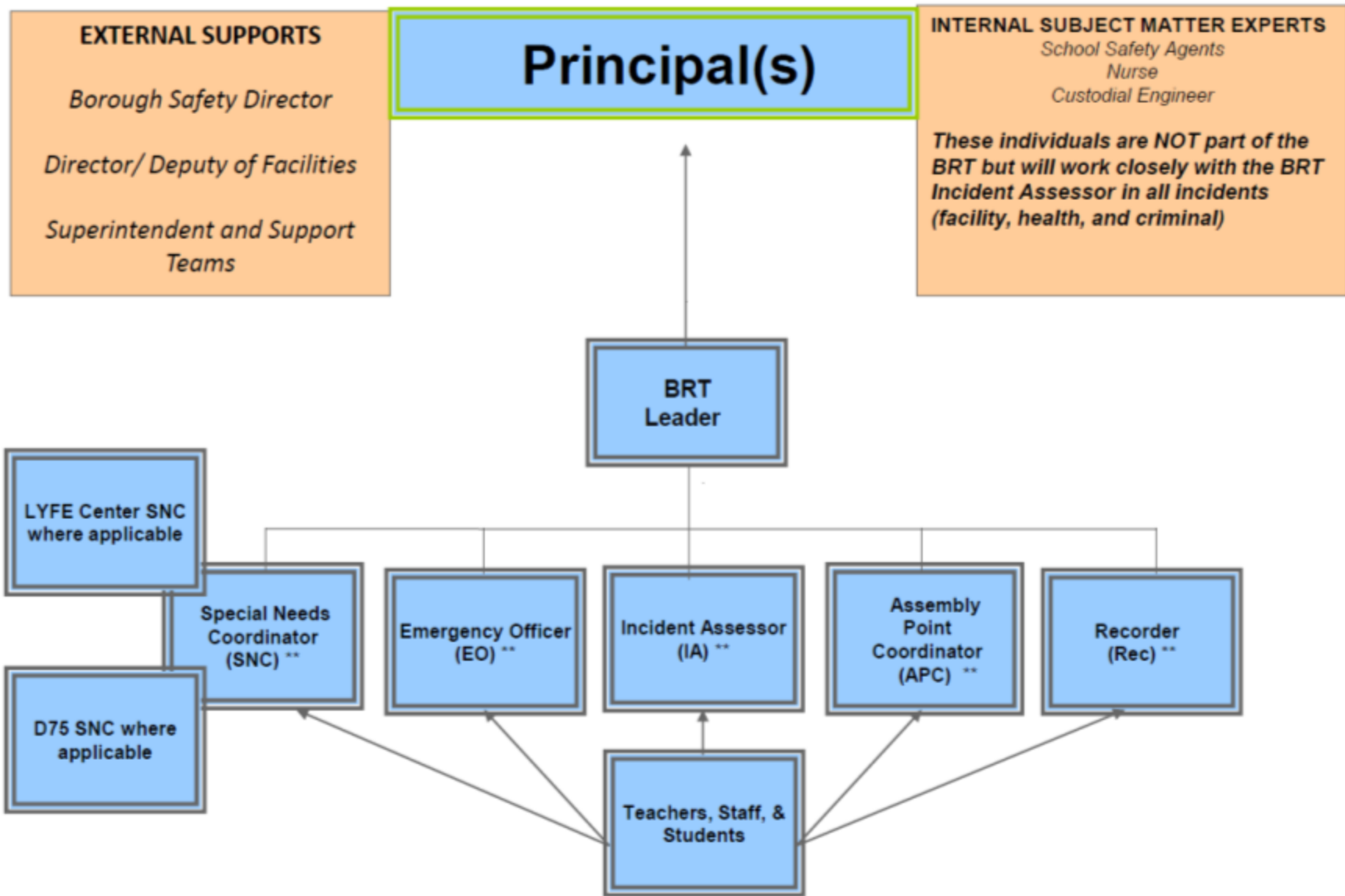
- o Distributing GRP Assembly Cards to all staffs



o Distributing to all teachers, the grade appropriate curriculum. Inform all teachers of the date by which the GRP lessons are reviewed with students. Lessons must be reviewed with students *before the first fire drill*.

The following items can be addressed once students return to school:

- Download the GRP Parent Letters to print and send home with each student before the first drill is conducted in the building (letters only need to be sent home in September). Currently, letters are available in 9 translated languages on the Info Hub
- Review the GRP with ***substitute teachers and the supervisor of the after-school programs*** when they report to the building for their first day of work.
- During the first Safety Committee Meeting, schedule tentative dates for:
 - o (12) Emergency Drills: 8 to be conducted through December 31. Eight are evacuation and four are Soft Lockdown Drills.
 - o Only 2 of the 4 Soft Lockdown Drills have dates by which the drill must be held. The first drill is to be held by October 31, and the second drill is to be held between February 1 and March 14.



The BRT is comprised of building personnel who have volunteered to assist the school or non-school facility during an incident. The average BRT will consist of five core members plus the BRT Leader, as well as at least two alternates (e.g., counselors or other support staff) to fill in for sick or absent BRT members. However, BRT sizes will be determined on a case-by-case basis. It is a requirement that at least one BRT member be trained in CPR, AED, use of an epipen, and first aid.

Section 10 Building Response Procedures & Assignments

Building Response Teams

The Building Response Team (BRT) should consist of a BRT Leader and at least five additional staff volunteers who form the building's core emergency response group. Principals, School Safety Agents, School Nurses and Custodians are not to be listed on the Building Response Team in any capacity. This school's Building Response Team includes:

Name	Role	Telephone
MELISSA CANCEL (Assistant Principal)	BRT Leader	(212) 860-6047
JAMES KEMP (F/T SCHOOL AIDE)	After-School Incident Assessor	(862) 888-7055
Justine Ogaldes (CBO Personnel)	After-School Recorder	(646) 639-0447
Erick Flemister (CBO Personnel)	After-School Assembly Point Coordinator	(347) 567-2590
BRYAN MARSEY (TEACHER)	Emergency Officer	(212) 860-6047
ANGIE ORTIZ (COMMUNITY ASSOCIATE)	Assembly Point Coordinator	(212) 860-6047
JAMES KEMP (F/T SCHOOL AIDE)	After-School Incident Assessor	(862) 888-7056
AUDREY BETHEA (SUBST ABUSE PREV&INTER SP)	Recorder	(212) 860-6047
ANTONIO QUIROS JR (F/T SCHOOL AIDE)	Incident Assessor	(212) 860-6047
JOANA RODRIGUEZ (SCHOOL SOCIAL WORKER)	Special Needs Coordinator	(212) 860-6047

School Crisis Team

Each school must establish a Crisis Intervention Team. The team may be part of an already existing pupil personnel team or may be a separate stand-alone team. The Crisis Intervention Team is a multidisciplinary team which must include a staff person appointed as the suicide prevention liaison, and may include the school principal/designee, school-based mental health workers, guidance counselors, teachers, school based support team members, Substance Abuse Prevention and Intervention Specialists (S.A.P.I.S), health resource coordinators, school nurses, and other staff who have an understanding and working knowledge of suicide, crisis intervention and de-escalation-related issues. All Crisis Team members must be familiar with the crisis resource documents available on the principal, parent and guidance portals. This school's building's Crisis Team members include:

Name	Role	School DBN	Telephone
KLARISSA RODRIGUEZ	Crisis Intervention Team Chair	04M224	(212) 860-6047
KLARISSA RODRIGUEZ	Suicide Prevention Designated Liaison	04M224	(212) 860-6047

Site Entry Information

Please note: The main entrance must remain unlocked, accessible and monitored by a staff member responsible for the implementation of the Visitor Control Procedures while the school building is open.

Is there a separate entrance for staff to enter the building that does not require scanning?

No

The entrance for staff is _____ starting at _____

The following entrance(s) are used by the listed staff members and students at the specified times:

Custodian Main Building	Entrance/Exit: Exit 1	6:00 AM
Custodial Workers	Entrance/Exit: Exit 1	6:00 AM
School Safety Agents	Entrance/Exit: Exit 1	7:00 AM
Staff	Entrance/Exit: Exit 1	7:30 AM
Entrance for students eating breakfast	Entrance/Exit: Exit 1	7:30 AM
Entrance for students not eating breakfast	Entrance/Exit: Exit 1	8:00 AM

Section 10 Building Response Procedures & Assignments

Scanning Procedures

Student Scanning

Is security scanning performed at this site?

No

Scanning is performed between the hours of and . In the event of inclement weather, the students will be allowed to enter the building at and will be held in supervised by

Is there scanning for students who participate in the breakfast program?

No

Is there scanning for students who attend "0" period classes?

No

Visitor Scanning

Security scanning is performed on visitors between the hours of and

Department of Education policy requires that signs be conspicuously posted near scanning machines to inform students and visitors that weapons are prohibited in all DOE facilities. These signs should also inform students and visitors that they are about to enter a scanning facility and that any person found to be in possession of an illegal weapon will be subject to arrest or appropriate penalty of law.

Do you have signs posted informing visitors that they will be scanned? **No**

The location of the sign is

Internal Communications

Each school must have an internal communication system, such as a public address or intercom system. All staff members should have knowledge of the established procedures and have access to the system in case of emergencies. If your site is not equipped with a P.A. or intercom system, you must create standard protocols for communication in case of an emergency. For example, a student may bring a specific, color-coded pass to the nearest office where an adult is available to respond to an emergency.

Does this site have an internal intercom system?

Yes

If yes, do all staff have access to the internal intercom system?

No

The telephone number/extension for the Main Office is

1000

In the event that there is a power outage, the following procedure will be followed:

WALKIE-TALKIE'S, CELL PHONES, RUNNERS WILL BE SENT TO LOCATE tr'S.

Visitor Control Procedures

The Principal (or, in buildings with multiple schools, the Principals' Council / Campus Council) has the overall responsibility and authority to regulate admission of visitors and to oversee their conduct while in the school or on school property. Each principal also has authority to grant or deny a visitor's request to enter the school. Such decisions should be reasonable and consistent with the needs of the school, its safety, and the right of the public to visit the school.

In order to establish a uniform visitor control standard, the following procedures should be implemented in all Department of Education facilities. These procedures are designed to ensure minimum standards to control visitors to school buildings. The School Safety Committee may establish additional procedures beyond those outlined below.

1. The main entrance must be covered by a Safety Agent or other appropriate staff person from the time the Custodian opens the building until the end of the school day. Unless an approved Safer Access Door Lock System has been installed, the door used as the main entrance to the school may not be locked during times when the building is open. It must remain unlocked and accessible. The NYPD School Safety Division will assign a School Safety Agent (SSA) to the main entrance. When a school's designated SSA is not at that location, the Principal(s) shall designate an appropriate alternate person to be stationed at the main entrance. This person must be trained in visitor protocol and the proper use of the radio and phone located at the main desk, as well as the IPDVS and Door lock system is installed at the school and will follow the same visitor control procedures that the SSA must perform.

a. Once the Safer Access Door Lock System has been installed, all SSAs and school staff are trained, and all staff, students, and parents have been trained, schools must follow the procedures outlined in the Safer Access Plan.

2. Signs should be posted at the main entrance door informing visitors that they must stop at the desk to sign in and show photo identification. A visitor entering the building will be requested to provide at least one (1) item of valid photo identification (for example, this may include a driver's license, foreign or US passport, or consulate identification card (NYC Municipal ID card)). **Parents who do not have acceptable photo identification shall not be denied access to their children's school. Where acceptable photo identification cannot otherwise be made and there is no other reason to deny access, the principal/designee, who may be the parent coordinator, must be contacted.** The principal/designee will then escort the parent to the office he or she is visiting and following the meeting escort the parent out of the building. The SSA or staff member on duty at the main entrance will record the date, time, visitor's name and visitor's destination in the Log Book. All visitors are required to sign next to the entry made by the SSA or staff person on duty. Log books must be maintained at the site for a period of three years. Posted signs should inform visitors that failing to follow these guidelines may result in their removal from the building. **Please note: signs regarding visitor access must be posted in all covered languages as defined in Chancellor's Regulation A-663.**

3. Schools must ensure that parents in need of language assistance services receive interpretation support to communicate with school staff. If a parent or visitor does not speak English, the SSA or staff member should try to determine the language the individual speaks and escort the individual to the main office, where a school representative should contact the DOE's Over-the-Phone Interpretation (OPI) vendor for an on-demand interpreter. Alternatively, multilingual school staff who speak the language of the individual may provide interpretation if it will not otherwise impact their primary role. For details on how staff can access the DOE's OPI service or for more information on the available language access resources provide by the DOE's Office of Language Access, please visit tinyurl.com/OLAinfohub.

4. Every visitor should be given a pass to the general office. At the general office, visitors will be issued a second pass and/or appropriate instructions, should they be visiting other areas in the building. Before issuing a second pass, general office staff must confirm with the appropriate destination staff member that the visitor is expected.

5. The SSA or staff person at the main entrance will record the time of departure the Visitor's Log, parallel to the initial entry for that visitor, **and collect all passes issued.**

6. The SSA or designated staff person should make a periodic check of the Log Book to ensure that no one remains in the building for an extended, unauthorized period of time. In such instance, it should be verified whether the visitor(s) is/are still in the building. In the event that a visitor remains in the building:

1. Search and notification of the visitor's location in the school.

7. Any school, program, or academy at the site may employ additional procedures (above and beyond but not inconsistent with the procedures defined above) to log visitors into the building. For example, visitors may be issued color-coded passes to specify locations in the building, or visitors may be escorted by staff or students to their destination. Special visitor log procedures:

ALL VISITORS TO THE BUILDING INCLUDING FORMER STUDENTS MUST SIGN IN ACCORDING TO PROCEDURES OUTLINED ABOVE. ALL VISITORS MUST BE ISSUED A VISITORS PASS AND INFORMED IT MUST BE KEPT ON. IN ADDITION, THE PERSON THEY WISH TO VISIT MUST BE INFORMED AND MUST AGREE TO ACCEPT THE VISITOR, IN WHICH CASE, THE VISITOR WILL BE DIRECTED TO THAT OFFICE BY SCHOOL SAFETY. IF SCHOOL SAFETY IS UNABLE TO GET/RECEIVE VERBAL CONFIRMATION FROM THE PERSON TO BE VISITED, THEN VISITOR MUST BE INFORMED THAT THEY HAVE TO WAIT IN THE MAIN LOBBY. NO ONE IS TO BE ALLOWED TO ENTER THE BUILDING WITHOUT A PASS AND VERBAL CONFIRMATION FROM RECEIVING PARTY.

8. Visitors who violate procedures regarding visits to schools, or whose conduct jeopardizes the safety of students/staff, interferes with programs in the school, or damages property are subject to immediate removal from the school by order of the Principal, and may be subject to arrest.

9. All staff members must be aware of visitors who do not have appropriate passes for a designated area, or who have no visitor's pass at all. Where feasible, staff should approach such persons and request that they return to the Main Office. Staff should then immediately notify the Principal and the NYPD SSA. of the situation.

Space Management
131 Livingston Street, Room 209
Brooklyn, NY 11201

Telephone: (718) 935-3361
Fax: (718) 935-3363

The DOE is committed to ensuring that all students, staff, parents, other members of the school community, and visitors, including those who have a disability, are able to enter school buildings and access the services being provided. Accordingly, the DOE continues to take measures to provide accessible entrances in as many school buildings as possible

To ensure that schools are welcoming and inclusive, schools must develop policies and implement practices that enable all individuals to enter the building safely and be treated with respect. Some important areas to consider in developing these policies and practices include the following:

Inclusive Communication

In order to create a welcoming community and ensure sensitive and respectful communication, inclusive language should be encouraged and used at all times. For example, when referencing individuals with a disability, the term "handicapped" should not be used nor collective identifying terms such as "the disabled". Instead, use terms such as "person with a disability" or "person who uses a wheelchair." Each person should be treated individually.

Individuals with a disability are not required to disclose the nature of their disability nor should they be asked about their disability in order to enter a school. If a visitor requests information about building accessibility or other accommodations, they may contact the Office of Accessibility Planning.

Awareness of Location of Accessible Entrances

- Ideally, the main entrance is the accessible entrance to a building. However, in some cases a secondary entrance is the accessible entrance.
- Wayfinding signs should be displayed on the exterior walls/gates to direct visitors to the accessible entrances.
- All school employees should know where the accessible entrance is located so that they may serve as a resource for their school building.
 - o This information can be obtained by speaking with a school administrator or by reviewing your building's **Building Accessibility Profile (BAP)**. BAPs are located on the DOE website at: <https://www.schools.nyc.gov/school-life/space-and-facilities/building-accessibility> and under the "Reports" tab on School Finder.

General Considerations

- The same safety protocols should be followed for individuals entering through the accessible entrance as are used for students, staff, or visitors entering the building through the other entrances.
- In buildings where walk-through metal detectors are required upon entry, hand-wands should be used in the event a walk-through metal detector is not a feasible option for a particular individual or in general.
- If there is a doorbell at a secondary entrance, building leaders should assign a staff member the responsibility of answering the door when the doorbell rings, to ensure timely response for a member of the school community or visitor with a disability attempting to gain access to the school building.
- If a doorbell is not present, visitors should be encouraged to call the front desk using a personal cell phone or contact the school prior to arrival in order to gain access.
- Doors must not be opened by random staff members or students.

The DOE is actively working on enhancing accessibility citywide across the DOE. School officials encountering issues with providing program access to individuals with disabilities, or who have any questions or would like to set up a meeting to discuss these guidelines in greater detail, are encouraged to contact the Office of Accessibility Planning at accessibility@schools.nyc.gov.

Emergency Situations, Procedures and School Community Notifications

The key to handling a crisis, disaster or emergency at the school level is to have plans and protocols in place that are regularly practiced by administrators, staff and students.

This section outlines protocols intended to guide administrators and staff in maintaining calm and order during an emergency. The identified examples reflect the types of events that can or may occur in schools. This list is not intended to be exhaustive.

Many of the steps recommended for specific types of crises/emergencies are transferable and can be used during other types of emergencies to quickly bring calm to school staff and students prior to the arrival of first responders. Based on the particular situation, you may be asked to evacuate your school and bring your students and staff to a location a distance away. In the case of a threat to the environment outside of the school (e.g., a building collapse, water main break or a gas leak/explosion), you may be asked to keep your students and staff in the building to avoid external dangers. To assist in the event of an emergency, Floor Plans should be readily available in Principal's Office, Library, Custodian's Office, Security Office.

In every disaster situation, you should take steps to immediately assess the situation, activate your building response team (BRT) and contact the New York City Police Department (NYPD) and/or the New York City Fire Department (FDNY) as soon as possible. In addition, you must have systems in place to notify parents of school emergencies. This should include reminding parents to register for Notify NYC (<https://a858-nycnotify.nyc.gov/notifynyc/Enrollment/> Or call 311), as well as using any school specific parent notification systems once this message is approved by your superintendent for distribution to parents.

Notifications to the School Community

After a serious incident has occurred (especially any time a General Response Protocol action has been taken), school officials may need to consider notifying families of what occurred. Notifications must be approved by your legal counsel and superintendent before sending to families.

To prepare your school community to receive critical notifications, school officials should:

1. Remind parents of the need to complete or revise Emergency Contact Cards.
2. Explain all of the emergency notification systems used in the school including:
 - a. Robo-calls (be sure to include how the system works)
 - b. Text/E-mail (be sure to include information regarding how to register)
 - c. Use of a school webpage (including how to gain access)
 - d. Backpack letters

Types of Notifications	Points to Remember
<ul style="list-style-type: none">□ Notify NYC:<ul style="list-style-type: none">○ Managed by NYCEM○ Alerts come from school information shared by the DOE and EIC.○ Required to inform families (CR A-415).□ DOE Messaging<ul style="list-style-type: none">○ Push Notifications will address:<ul style="list-style-type: none">• Robo-Calls,• Text/E-mail.□ Prepare<ul style="list-style-type: none">○ Backpack letters.	<p>Remind parents of the need to complete/revise Emergency Contact Cards, as well as contact information through NYSCA if applicable.</p> <p>Explain all of the emergency notification systems used in the school including:</p> <ul style="list-style-type: none">• Messaging only via NYSCA• Robo-Calls: including how the system works,• Text/E-mail: including how to register,• Use of a school webpage: including how to gain access.

IT IS IMPORTANT TO SEND NOTIFICATIONS TO FAMILIES WHEN A GRP ACTION IS TAKEN.

Messaging Application

<https://infohub.nyced.org/nyc-doe-topics/it/doe-applications-and-systems/learning-management-systems/doe-grades-and-attendance/doe-messaging-application>

- Messaging accessible on TeachHub
- Messaging is a secure messaging tool, integrated with ATS and NYCSA that allows schools to create and send communications to families, students, and staff. Schools can send real-time notifications to families from a mobile device or desktop in case of an emergency, such as a lockdown or shelter in.
- Offers multiple communication methods to families:
 - o Emails
 - o SMS text
 - o Voice calls
- Video tutorial available

911 Protocols

I.S. 99 - MANHATTAN

**Can 911 be dialed from any phone in the building(s) included on this plan?
Dialing prefix:**

**Yes
9**

Bathroom Procedures

Students' Bathrooms

- Where feasible, co-located schools should each have designated bathrooms for use by students of their respective schools.
- Procedures are in place for use of bathrooms by students. This must include the use of the classroom or office pass, as well as classroom or office log which indicates the time that a student has left the classroom to use the bathroom and the time they return.
- Whenever possible, designated school staff members monitor students' bathrooms to ensure appropriate restroom usage and use a sign in log at the bathroom they are assigned to monitor, which indicates the times student enter the bathroom.
- Use of office, classroom and bathroom sign in logs will enable staff to check the bathroom if students remain in the bathroom for an extended period of time.
- When the staff member feels that the restroom must be checked, they must knock on the door and announce oneself. If necessary, seek assistance from school administrator and/or SSA.
- During the day, staff SSAs who are assigned to patrol the building must also inspect restrooms to ensure appropriate use of restroom and that students do not linger in the restroom.
- Bathrooms are locked for the first and last ten minutes of every period in middle and high schools and therefore passes should not be issued absent extenuating circumstances.' Bathrooms

CRIME SCENE IN A SCHOOL

Depending upon the nature of an incident, an SSA will advise the school whether an area may need to be secured by NYPD or FDNY. The practices outlined below provide guidance to school officials on how to assist School Safety Agents in securing and preserving a crime scene quickly and efficiently before first responders arrive.

IMMEDIATE ACTION:

Notify the principal/designee

Notify School Safety Agent immediately

Call 911 and activate the Building Response Team, and open the Command Post

SECURE A LARGE PERIMETER AREA WITH ADDITIONAL STAFF TO CREATE A "FROZEN AREA" when directed by SSA.

POINTS TO REMEMBER:

- **ONLY FIRST RESPONDERS ARE PERMITTED TO ENTER THE CRIME SCENE "FROZEN AREA."**
- **SCHOOL OFFICIALS AND THE BUILDING RESPONSE TEAM MUST SUPPORT AND ASSIST THE SCHOOL SAFETY AGENTS IN PREVENTING ANYONE FROM ENTERING THE "FROZEN AREA" OR DISTURBING ANYTHING WITHIN IT.**
- **DO NOT TOUCH ANYTHING "IN THE FROZEN AREA" WHILE YOU AWAIT THE ARRIVAL OF FIRST RESPONDERS.**

Secure and Isolate the Crime Scene:

- The first person to arrive at the location of the incident must immediately determine whether medical assistance is required. Look for hazards that may present danger to school-based trained AED-CPR responders. Examples of such hazards may include flammable substances, smoke, fire, broken glass, and bodily fluids.
- Where directed by SSA or first responders, take steps to preserve and protect the area to the greatest extent possible. When an area must be secured, there are several quick and easy ways for school officials and School Safety Agents to safely secure a location. For example, if the incident only affects one classroom, the room can be secured by simply not permitting anyone to enter. The door should not be touched. If it encompasses multiple classrooms, a hallway, a stairwell, etc., it may be necessary to close off a larger area within the school. This can be done by assigning staff to specific posts, using the caution tape located in the BRT kit, and inform staff and students that the area has been secured. Always provide staff and students with specific alternate directions that may include remaining in classes or using alternate stairwells to walk throughout the building.
- All unauthorized personnel must be kept away from the scene of the incident.
- Depending on the location of the incident, determine if you need to alter the flow of individuals to avoid walking through the affected area. This might also require implementing the "hold-in-class" procedure until the "all clear" is issued by first responders.
- If possible (and if safe to do so), direct all individuals involved to remain with school officials and School Safety Agents. Everyone involved should be removed to a safe and secure location by school officials and SSAs until additional NYPD or FDNY personnel arrive. If possible (and if safe to do so), direct all individuals involved to remain with school officials and School Safety Agents This includes all witnesses. Where feasible and appropriate, witnesses should be separated from each other prior to obtaining their witness statements. Schools must follow the procedures outlined in Chancellor's Regulation A- 443 and Chancellor's Regulation A -412 with respect to any interviews or investigations conducted by the NYPD.
- Specific procedures must be adhered to when handling a crime scene and any physical evidence (weapons, articles of clothing, papers, and any other objects found in and around the location of the incident). The NYPD and FDNY personnel are trained in the proper way to manage/process a crime scene.

POINTS TO REMEMBER:

- Students must always remain under the supervision of school staff, even when the SSA is present.
- Follow the parent notification and other procedures outlined in Chancellor's Regulation A-412 if NYPD requests to interview staff or students.
- Do not touch or disturb anything.

IMMEDIATE ACTIONS

- Check for DANGER to yourself or others.
- Does the patient look unconscious? Is s/he convulsing, bleeding severely, or not breathing?

Gloves are available at every School's Administration Office and/or at designated locations.

- Do NOT attempt to move a person who has fallen and appears to be in pain.
- When appropriate, trained CPR responders should perform CPR and/or First Aid until emergency responders arrive to the scene.
- If the person is having a seizure, protect her/him from injury by removing harmful objects that are nearby; cushion her/his head; and do not restrain the person.
- In case of spilled bodily fluids, put on latex gloves; cordon off the area, if possible; and call the custodian, who is trained in handling blood-borne pathogens, to clean up the area.

CALL 911 with the following information:

Your NAME and TELEPHONE NUMBER;

ADDRESS of the school/facility;

NUMBER of patients and their CONDITION;

ENTRANCE for first responders to use; and,

NAME of the person(s) involved, if possible.

- The Principal or BRT Leader should direct, as appropriate, first responders to a BRT member for incident-specific information.
- GET patient(s) NAME(s) and HOME CONTACT details, if possible and pass this information on to the BRT Leader or Recorder.

REMAIN with the patient(s) until medical help arrives.

ENSURE that a NYCDOE staff member ACCOMPANIES the patient to the HOSPITAL if an ambulance is required. If the staff member is not permitted to accompany the patient in the ambulance, the staff member must follow behind.

OBTAIN names of EMTs and hospital destination.

- NOTIFY Principal or the BRT Leader, Nurse, and SSA or Supervisor. Provide:

the LOCATION;

DESCRIPTION of the situation;

NUMBER of patients involved;

CONDITION of patient(s) (e.g., consciousness, breathing, pulse, injuries);

NAME(s) of affected person(s) (if known);

INFORMATION provided to 911.

- VERIFY that Principal or BRT Leader has notified the EIC.
- OBTAIN written statements from all witnesses and deliver to Principal only if approval has been given by the NYPD Incident Commander.

DEATH

- For all instances of illness, injury or death, call 911.

In cases of obvious death as evidenced by decomposition or injury incompatible with life (such as decapitation), do not approach the individual/body.

- Notify Principal and SSA or Supervisor.
- Wait for Principal to arrive and cordon off the area by keeping all students and staff AWAY.
- Do NOT disturb the scene.
- Principal or BRT Leader will await arrival of emergency responders and assist as directed.

Suspicious Packages or Envelopes Received in the Mail

In general, it is best to identify a single location, away from the general office, to be used as the room where mail and packages received by the school are sorted and opened. This allows for limited space and staff who have been exposed and will need to be isolated until first responders arrive. The use of gloves is recommended when opening mail.

Suspicious packages or envelopes must never be moved throughout the building. Staff who have been exposed to suspicious substances must never leave the room where the substance is located. 911 must be called immediately and staff must prevent their exposure to others.

Below are some general guidelines to recognize a suspicious package or envelope and prevent exposure:

- Incorrect, unclear, unusual or incorrectly spelled addresses.
- No return address.
- Excessive postage.
- A postmark that is different from the return address.
- Items that is thicker than standard mail.
- A letter/parcel that is too heavy, light in relation to its size or lopsided.
- Unusual, lumpy, or inconsistent texture.
- Items that protrude from the envelope/parcel.
- Packaging that is stiff or rigid.
- Stickers or endorsements, such as "Personal" or "Confidential."
- Visible leakage stains or crystallization.
- Articles that are visibly resealed or appear to have been tampered with.
- Excessive security material, such as tape and string.
- Wires that can be seen or felt.

In the event an unopened letter or package appears to be suspicious:

- Place envelope in a plastic bag or glassine envelope.
- Wash hands with soap and water.
- Call 911 and notify School Safety Division personnel.

In the event an envelope with powder is opened or spills out onto a surface:

- The individual who came in contact with the substance must not leave the room. However, immediately call for assistance. The goal is to limit any potential exposure.
- Do not clean up the powder. Keep others away.
- Make a list of all people who have had actual contact with the powder.
- Do not smell/sniff the unknown substance.
- Do not shake or empty the contents.
- Do not move the envelope/ package from its original location.
- Turn off local fans or ventilation units. Close the door and prevent others from entering. Remain in the location to reduce exposure.
- Call 911 and notify School Safety Division personnel.

General Response Protocols



The General Response Protocol (GRP) outlines the initial response to a variety of conditions that may occur inside or outside of a school building that would require the administration to either Evacuate, Shelter-In, or Lockdown the campus. Each protocol has specific staff and student actions that are unique to each response. **In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.**

Implementation of each GRP Action is performed by all staff, students, and visitors until first responders arrive to provide specific direction to school officials.

1. **Evacuate** is always initiated by the Fire Alarm or specific directions, and is used to move students and staff from one location to a different location out of the building. This may be used when the hazard is found inside or outside of the building. An evacuation may be conducted by the entire building at the same time, or in a controlled fashion based on the direction of first responders.
2. **Shelter-In** is always initiated with the announcement: **"Attention: This is a Shelter-In. Secure the exit doors."** and is the protocol used to safe guard students and staff within the building. It is always followed by a specific instruction and is used when the hazard is found outside of the building. The hazard may be environmental or be related to the actions of first responders in the neighborhood. Shelter-In may also include relocation to different rooms within the building.
3. **Lockdown** is initiated with the announcement, **"Attention. We are now in Soft/Hard Lockdown. Take proper action."** and is the protocol used to secure individual rooms and keep students quiet and in place. Lockdown is used when the hazard is found within the building.

Soft lockdown implies that there is no identified imminent danger to the sweep teams.

Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post.

Hard lockdown implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

Shelter-In vs. Lockdown

The differentiation between Shelter-In and Lockdown is a critical element in GRP. A Shelter-In recovers all students from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the playground would be examples of a Shelter-In response. While the Shelter-In response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction. Lockdown is a classroom-based protocol that requires locking the classroom door, turning off the lights and placing students out of sight of any corridor windows. Student action during Lockdown is to remain quiet.

GRP Summary of Staff and Student Response

Lockdown (Soft/Hard) –Soft lockdown implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction. Hard lockdown implies that imminent danger is known and **NO ONE** will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders

"Attention: We are now in soft/ hard lockdown. Take proper action"

(Repeated twice over the PA system)

Students are trained to:

1. Move out of sight and maintain silence

Teachers are trained to:

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

Evacuate – The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with "Attention" and be followed with specific directions. (Repeated twice over the PA system).

Students are trained to:

1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. Students in physical education attire **WILL NOT** return to the locker room. Students without proper outdoor attire will be secured in a warm location as immediately as possible.

Teachers are trained to:

1. Grab evacuation folder (with attendance sheet and Assembly cards).
2. Lead students to evacuation location as identified on Fire Drill Posters. **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS**
3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Card method.

Shelter-In – "Attention. This is a shelter-in. Secure the exit doors." (Repeated twice over the PA system).

Students are trained to:

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

Teachers are trained to:

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

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





HOLD

No movement throughout the building. Everyone must remain where they are until hearing the "All Clear."

Hold is initiated when there is a condition inside the school building, and the immediate need to address the condition **requires staff, students, and visitors to remain in place and conduct business as usual until the "All Clear" is announced.**

Hold might be initiated to manage an incident in the building that **does not** place the school community in danger, or whenever directed by First Responders

Hold does not replace a soft or hard lockdown.

The Building Response Team and School Safety Agents will sweep the building. Anyone found in the restrooms, hallways, stairwells, or the lobby will be taken to a designated area until the "All Clear" announcement is made.

Announcements must be made to remind everyone to disregard any "end of class" signals. No one may enter or leave their room or office until the announcement is made indicating that the "All Clear" has been issued and the building can return to regular operation.

During a Hold, anyone entering the school must be informed of the Hold. If students are returning from lunch, they must be escorted to a designated area where they can remain, with proper supervision,

Public Address:

The public address announcement for Hold is, **"Attention, This is a Hold. All staff, students, and visitors are to remain where they are until they hear the All Clear."** This is repeated twice each time the announcement is made.

When Hold is used, additional announcements must be made to:

- provide information to staff,
- remind everyone to disregard the bell signaling the end of the class, and
- remind teachers/staff that they may continue with instruction/business, but may not let students/staff in or out of the room.

Actions: Upon hearing the Hold announcement:

Staff must:

- *Lock* the door.
- *Hold* in their current location.
- Contact the main office to report any students who were out of the class when the Hold was announced.

Students/staff must:


- Remain where they are until the "All Clear" announcement is made.
- Ignore any bells that usually signal the end of the class.
- Remember that there is no use of the classroom pass and everyone must remain in place until the Hold is lifted.



Shooting (OUTSIDE OF THE SCHOOL)

Please note: Schools may decide to, or be directed to Shelter-In or conduct an Evacuation. They must be prepared for both scenarios.


NOTIFY Principal/designee, Borough Safety Director and the NYPD School Safety Agent or Supervisor.

Follow the GRP protocol for Shelter-In , as outlined in previous section.

CONTACT:

- 911 – Be prepared to provide:
 - Your NAME and TELEPHONE NUMBER
 - ADDRESS of the school/facility
 - DESCRIPTION of the situation (including number of people involved) and location
 - DESCRIPTION of the shooter / hostage taker
 - TYPE of weapon, if any
 - ENTRANCE for first responders to use, if possible
- Emergency Information Center / Communications Control Center, 718-935-3210
- BRT Leader (who should activate the BRT)

Decision to Shelter-In should be made by Principals/BRT Leader in consultation with NYPD SSD.

Note: in some cases the Shelter-In  may require the assigned BRT members to report to their assigned exit doors. The Incident Assessor should report to all posts and ensure that BRT members have the required equipment.

Floor Wardens should be deployed to each floor to assist in the Shelter-In , and assist in assessing conditions throughout the building to determine in an internal relocation of some classes is required.

If determined by first responders, Evacuate  the premises following routes outlined in Section 7, Emergency Assignments, Egresses, and Relocation Sites.

If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in Section 7, Emergency Assignments, Egresses, and Relocation Sites.

Office of Pupil Transportation must be notified for those children who take the bus home.

The BRT Leader should work with first responders to identify the location, number and extent of injured persons. If the victim is part of the school community (staff or student), retrieve the victims' information with home contact numbers and make notifications as necessary.

SSA / Principal will provide respective Supervisors and arriving agencies with vital information.

For those children who are picked up from school, the parents/guardians need to be advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup. Immediate notification to EIC will allow notification to be made to Notify NYC.

IF YOU WITNESS A SHOOTING OR HOSTAGE SITUATION:

- | | |
|--|--|
| <ul style="list-style-type: none"> • ASSESS the situation (STOP * LOOK * LISTEN) <ul style="list-style-type: none"> How many people are involved? Is there a weapon? • DO NOT PLACE YOURSELF IN DANGER. | <ul style="list-style-type: none"> • Remain CALM and observant. • Discreetly instruct spectators to MOVE AWAY from scene. • Do NOT attempt to negotiate with the individual. • Keep a LOW PROFILE; DO NOT stand out. |
|--|--|

- | | |
|---|---|
| <ul style="list-style-type: none">• CALL 911 and provide information listed above.• NOTIFY Principal or BRT Leader and SSA or Supervisor• The Principal or BRT Leader should direct first responders to a BRT member for incident-specific information.• Where appropriate, keep the individual IN SIGHT, but DO NOT place yourself in danger.• Take NOTICE of clothing, speech, height, accent, behavior, and other distinguishing features. | <ul style="list-style-type: none">• AWAIT the arrival of NYPD first responders.• Follow instructions from first responders.• After situation has been resolved, CONFIRM that Principal/IC has notified the EIC.• OBTAIN written statements from all witnesses and deliver to Principal only if approval has been given by NYPD Incident Commander. |
|---|---|



Bomb Threat

Please note: Schools may decide to, or be directed to Evacuate, HOLD, or conduct a Soft Lockdown. They must be prepared for all scenarios and follow the direction of the NYPD or FDNY.

IF YOU OBSERVE A SUSPICIOUS PACKAGE, DO NOT TOUCH IT.

ALL BOMB THREATS

- **All communications by LAND LINE or IN PERSON ONLY (No radio or cell phone transmissions).**
- CALL 911 and EIC, (718) 935-3210.
- Provide the following information: Your **NAME** and **TELEPHONE NUMBER, ADDRESS** of the school/facility, **DESCRIPTION** of the threat, and **LOCATION** of bomb inside the building (if known).
- Follow instructions provided by 911 operator.
- TURN off all RADIOS, WIRELESS DEVICES, CELL PHONES, BLACKBERRIES, etc. Such devices MAY cause a bomb to detonate.




BOMB THREAT BY PHONE

- CHECK caller ID to see if there is a number and note down.
- KEEP the caller ON THE LINE as long as possible (Do not hang up on the caller).
- LISTEN CAREFULLY, be polite and SHOW INTEREST.
- Try to KEEP the caller talking so that you can gather more information.
- ASK the following questions:
 - WHEN is the bomb going to explode?
 - WHERE is the bomb right now?
 - WHAT does the bomb LOOK like?
 - What KIND of bomb is it?
 - WHERE are you CALLING FROM?
 - WHY did you place the bomb?
- STAY ATTENTIVE to the following:
 - BACKGROUND sounds and other identifying information on caller's location
 - Voice Characteristics & Speech Patterns
- Try to WRITE DOWN or record the conversation. (Use BOMB THREAT CHECKLIST on next page.)
- Write down the exact TIME the call was received and the LENGTH of the call.
- Dial *69 (return call) or *57 (caller ID).

BOMB THREAT BY LETTER, E-MAIL, VOICEMAIL, FAX, GRAFFITI

- PRESERVE threat evidence; do NOT delete or erase.
- Do NOT handle the item and isolate if possible.
- MAINTAIN crime scene. Do not clean anything around the area.

NOTIFY

- IN PERSON or on a LAND LINE ONLY, notify Principal or BRT Leader and SSA or Supervisor, and EIC (No radio or cell phone transmissions). ALERT them to the situation and the phone call that was made to 911, and PROVIDE a description of the threat.
- Follow the appropriate GRP Protocol based on the direction of the NYPD or FDNY. For evacuation  and the procedures as shown in Section 7, Emergency Assignments, Egresses, and Relocation Sites, and assist as necessary.
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officer and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.
- If evacuation is not necessary, you may need to initiate the procedures for a Hold  or Soft Lockdown  and assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
- If building cannot be re-entered, Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

FOLLOW UP

- VERIFY that the Principal notified the EIC.
- OBTAIN written statements from all witnesses and deliver to Principal only if approval is given by NYPD Incident Commander.
- ENSURE that the Bomb Threat Checklist from SSP is filled out.

Bomb Threat Checklist

(Photocopy this page, and keep copies near all school phones / switchboards. After completing this document, keep a copy on file and fax a copy to the Operations Center of the School Safety Division at (718) 730-8691.)

School: _____ Caller's Name: _____

Date: _____ Time of Call: _____

Time of Report: _____ Length of Call: _____

School Official (reporting): _____ Specific wording of message: _____

Caller's Phone Number: _____

Location of Bomb (be specific): _____

How was bomb threat received? _____

Did you place the bomb? YES NO

Why? _____

Description of Caller (Circle all that apply):

CALLER'S VOICE	SPEECH CHARACTERISTICS	MANNER/DEMEANOR OF CALLER	APPARENT IDENTITY OF CALLER	BACKGROUND NOISE	THREAT LANGUAGE
LOUD	FAST	CALM	ADULT	QUIET	INCOHERENT
SOFT	SLOW	ANGRY	TEEN	LOUD	MESSAGE READ
HIGH	INTOXICATED	DELIBERATE	VERY YOUNG	MACHINE	TAPED
DEEP	STUTTER	EMOTIONAL	MALE	TRAFFIC	IRRATIONAL
PLEASANT	ACCENT	DISTINCT	FEMALE	MUSIC	PROFANE
RASPY	DEEP BREATHING	EXCITED		ANIMAL NOISES	WELL-SPOKEN
DISGUISED	LISP	NASAL		HOUSE NOISES	
CRACKING VOICE	SLURRED	COUGHING		STATIC	

Other characteristics: _____

NOTIFICATION (in order)	NAME OF PERSON NOTIFIED	TIME NOTIFIED
Principal / BRT Leader		

Police Department		
Safety Administrator		
School Safety Division		
Superintendent		
Other (Who?)		

Was the building evacuated? YES NO If yes, to where?

Was a search conducted? YES NO If yes, time & status/result of search:

Did the bomb squad respond? YES NO

Students (circle one) WERE DISMISSED / RETURNED TO THE BUILDING AFTER INSPECTION AT (time)
 _____.

Is the building in stable condition? YES NO





Building Collapse / Explosion

Please note: Schools may decide to, or be directed to Evacuate or conduct a Shelter-in. They must be prepared for both scenarios.

CONTACT

- 911
- SSA or Supervisor
- Principal (notifies the Borough Safety Director and Superintendent)
- Emergency Information Center, (718) 935-3210.
- BRT Leader (activates the Building Response Team)
- Custodial Engineer

IMMEDIATE ACTIONS

- Check for DANGER to yourself or others.
- BE PREPARED for possible further explosion/collapse.
- Remember to STOP * LOOK * LISTEN.
- Assess safety of evacuation routes and EVACUATE  the building when safe to do so, following the GRP Protocol for Evacuation, and as identified in Section 7, Emergency Assignments, Egresses, and Relocation Sites. If Evacuation routes are unsafe, be PREPARED to initiate the GRP SHELTER-IN  procedures until first responders arrive
- Check for INJURED PERSONS, but DO NOT ENDANGER YOURSELF.
- Identify and maintain contact with injured parties until emergency responders arrive.

CALL 911

- Let the operator ask you questions and be prepared to provide the following information:

Your NAME and TELEPHONE NUMBER

ADDRESS of the school/facility

DESCRIPTION of the situation

NUMBER of injured persons, location and extent of injuries (if known)

ENTRANCE for first responders to use.

- The Principal or BRT Leader should direct, as appropriate, first responders to a BRT member for incident-specific information.

NOTIFY

- NOTIFY Principal or BRT Leader and SSA or Supervisor of the LOCATION of the incident, DESCRIPTION of the situation, Number of INJURED PEOPLE.

RESPOND

- ASSIST the Custodial Engineer as directed.

FOLLOW UP

- CUSTODIAL ENGINEER to notify DF.
- CONFIRM that the Principal has notified the EIC.
- Prepare for EARLY DISMISSAL or TRANSPORTATION OF STUDENTS, if necessary.



Chemical Spill or Natural / Propane Gas Leaks

Please note: Schools may decide to, or be directed to Evacuate, Hold, or Shelter-In. They must be prepared for all scenarios.

CONTACT

- 911
- SSA or Supervisor
- Principal (notifies the Borough Safety Director and Superintendent)
- Emergency Information Center, (718) 935-3210.
- BRT Leader (activates the Building Response Team)
- Custodial Engineer


IMMEDIATE ACTIONS

- Check for DANGER to yourself or others.
- ALERT Custodial Engineer and INFORM him/her of the location of leak/spill and the substance (if known).
- Do NOT approach or attempt to contain the leak/spill.
- EVACUATE and CORDON OFF the immediate area.
- For internal relocation of classes affected by the spill/leak, keep track of student and staff relocation.
- If persons have inhaled gas, get them to FRESH AIR.
- If there are injured persons, CALL 911 with the following information:
 - Your NAME and TELEPHONE NUMBER
 - ADDRESS of the school/facility
 - NUMBER of patients and their CONDITION
 - ENTRANCE for first responders to use
 - NAME of the person(s) involved, if possible

NOTIFY

- NOTIFY Principal or BRT Leader, SSA or Supervisor of the situation.
- REMIND Principal to notify the Emergency Information Center.
- CUSTODIAL ENGINEER to notify Director / Deputy Director of Facilities.

RESPOND

- If requested, ASSIST Custodial Engineer to determine the source of the leak/spill.
- Prepare for building-wide evacuation . If evacuation is necessary (as determined by principals in consultation with external incident commander), follow GRP for Evacuation, and procedures as defined in Section 7, Emergency Assignments, Egresses, and Relocation Sites.

FOLLOW UP

- After the situation has been resolved, the external incident commander or liaison will advise the Principal and/or BRT Leader when the situation is ALL-CLEAR.



Evacuation Emergency

CONTACT

- 911
- Principal (notifies the Borough Safety Director and Superintendent)
- Emergency Information Center, (718) 935-3210
- BRT Leader (activates the Building Response Team)
- Custodial Engineer

PULL FIRE ALARM


ASSESS

- Stay AWARE and ALERT.

NOTIFY

- NOTIFY Principal or BRT Leader, and Custodial Engineer of the LOCATION and EXTENT of the emergency situation.

ACTIONS TO TAKE

- ASSESS safety of egress routes.
- If primary egress contains smoke, do not use.
- Feel door with back of hand and if hot, do NOT open.
- Follow GRP for Evacuation  and the procedures as defined in Section 7, Emergency Assignments, Egresses, and Relocation Sites. An alarm must be sounded and all students and staff must be evacuated when an emergency arises or is suspected. The decision must be made immediately; investigation of the emergency should be made after everyone has safely left the building.
- Close fire doors and other doors to contain fire.
- Direct people to evacuate away from fire and smoke.
- The Principal or BRT Leader should assign a BRT member to join a custodial staff member to direct first responders to the scene.
- The Custodial Engineer should:
 - In oil-fired plants, shut down all oil burner equipment using switches on oil burner control board or remote-control switch. Close suction line valves closest to oil tanks. Leave dampers open. Shut down air compressors and bleed lines to thermostats, maintain water level in boilers.
 - Pull switches for power to school instructional equipment, blowers, ventilators, etc. Switches for the lights should be left on. Boiler room switches should be left on.
- Prepare for EARLY DISMISSAL or TRANSPORTATION OF STUDENTS, if necessary. The decision to evacuate will be made only by Principal/BRT Leader in consultation with NYPD SSD. No one is to re-enter the building without authorization from appropriate agency.
- If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in Section 7, Emergency Assignments, Egresses, and Relocation Sites. In addition, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

FOLLOW-UP

- Custodial Engineer to update Director/Deputy Director of Facilities.
- CONFIRM that the Principal has updated the Emergency Information Center.
- When fire is extinguished, recharge all used fire extinguishers immediately.

Fire Safety & Evacuation Drills

All school staff should receive an annual orientation session concerning fire safety at the beginning of each year. By the end of this session, participants should:

- Know appropriate methods of transmitting an alarm, including telephones, fire alarm boxes in the school building, and street fire alarm boxes. (Pull-lever stations for the interior alarms are at various locations in the school building, generally near stairs or exits; these interior alarms do not transmit a signal to the Fire Department.);
- Know the location and proper use of fire alarm signal boxes, fire extinguishers, and other fire-fighting apparatus;
- Understand regulations regarding flammable materials, stage settings, decorations, electrical equipment, chemical substances in laboratories, and other potential fire hazards; and,
- Know fire exit drills and evacuation plans.

The Custodial Engineer should conduct an inspection of all school/campus buildings daily, with particular attention to potential fire hazards, proper equipment, access to fire doors, and visibility of signs.

Building occupants must be able to open all exit doors from the inside at all times. Chaining or padlocking fire doors is a punishable violation of the Administrative and Fire Safety Codes.

Signs prohibiting use of elevators during fire drills and emergencies, including information regarding appropriate stairway exits, must be posted near elevators.

Evacuation Drills

Frequent unannounced drills, implemented with proper leadership and discipline, help ensure safe evacuation in an actual emergency. Drills should be planned in advance, and fire safety/evacuation information should be posted conspicuously throughout the building.

1. Purpose

- The purpose of evacuation drills is to instruct and train students and staff in emergency evacuation procedures so that they might leave the school building in the shortest time possible and without panic in the event of an actual emergency. On hearing the fire signal (three gongs, four times), pupils (under the leadership of teachers and other school staff) must go to the street without delay.

2. Frequency and Monitoring

- AS REQUIRED BY STATE LAW, THE PRINCIPAL SHALL HOLD EMERGENCY DRILLS NO LESS THAN TWELVE TIMES IN EACH SCHOOL YEAR, EIGHT OF WHICH SHALL BE HELD PRIOR TO DECEMBER 31. OF THE REQUIRED TWELVE EMERGENCY DRILLS THAT MUST BE CONDUCTED, FOUR DRILLS MUST BE LOCKDOWN DRILLS AND THE REMAINING EIGHT MUST BE EVACUATION DRILLS. Neglect by a Principal, or other person in charge, to comply with the above requirements is a misdemeanor punishable by a fine and/or imprisonment.
- In buildings with fire escapes, at least four of the drills shall include the use of such escapes.
- In buildings in which summer school is conducted, at least two additional fire/evacuation drills shall be conducted, one of which shall be held the first week of summer school.
- A record and evaluation of each evacuation drill shall be maintained. All evacuation drill reports completed by Principals are to be entered in the DOE online Evacuation Drill data entry page within 48 hours of the commencement of the drill.

3. Guidelines

- All students and staff in the school must obey fire drill signals and regulations.
- Equal emphasis should be placed on evacuating the school in a quick and orderly fashion. No running or horseplay shall be tolerated.
- Evacuation drills shall be conducted under varying circumstances at varying hours and at unannounced times to simulate actual emergency conditions. (For example, one exit should be blocked by closing off the exit area during the fire drill.)
- Ringing the fire bell is the usual signal for a drill. However, staff and students should be aware of alternate procedures in case of malfunctioning of the bell system. Alternate signals, such as classroom bells, public address

announcements, hand bells or messengers, may be used.

- Instructions involving evacuation drills and evacuation paths to be used shall be posted in every classroom, auditorium, and cafeteria. (Note: Evacuation Drill Posters may be ordered in packages of twenty-five from the Division of Contracts and Purchasing online catalog four times per year -- choose item #11252590007 on the FAMIS portal.)
- Details of the school's evacuation drill plan should include the current number of students in Internal Areas for Evacuation Assistance. These rooms are designated areas where students and staff who cannot be safely evacuated outside the building wait for the Fire Department. The Fire Department will provide means of egress, when necessary. The evacuation drill is not complete until all students are out of the building. The identified rooms and offices used as Internal Areas for Evacuation Assistance must be left unlocked during occupancy.
- Teachers shall bring attendance information with them to ensure the safe evacuation of all students.



Shelter-In

Shelter-In – “Attention. This is a shelter-in. Secure the exit doors.” (Repeated twice over the PA system).


Under some circumstances, when the hazard to the school is outside of the school, emergency responders may direct that your students and staff remain within the school building. This process, called “sheltering-in,” may allow operations to function within the building as they normally do, or may require that you identify a location in your school where students and staff can congregate that is a) in a hallway and away from windows and glass; b) in an area that is isolated; c) in an area where ventilation can be turned off, if needed; and/or d) away from the main entrance of your school.

The determination that staff and students should remain inside during a disaster will be made by local law enforcement / public safety officials. Once that decision has been made, school staff may be given particular direction regarding appropriate shelter-in locations (e.g. basement areas; gymnasium; particular hallways), as well as critical actions to ensure ongoing safety from the danger outside of the school building.

CONTACT

- 911
- SSA or Supervisor
- Principal (notifies the Borough Safety Director and Superintendent)
- Emergency Information Center, (718) 935-3210.
- BRT Leader (activates the Building Response Team)
- Custodial Engineer

These steps can apply to emergency weather incidents (e.g., tornado, severe storms, hazardous materials release) and/or first responder activity outside of the school building (e.g., a police search for individuals, FDNY activity in a home on the block of the school).

- The Principal will follow the GRP protocol for Shelter-In. 
- Shelter Locations should be predetermined, but will vary depending on the nature of the incident.
- CONSULT with the Principal, BRT Leader, Custodial Engineer and other BRT members to coordinate efforts and approach.
- The BRT Leader should confirm that the Principal has notified the EIC and that the Custodial Engineer has notified the Director / Deputy Director of Facilities.

SHELTER-IN

- BRT response actions will depend on the nature of the incident.
- DO NOT PLACE YOURSELF IN DANGER.
- ASSIST Principal and Custodial Engineer as necessary.
- Remain alert as a Shelter-In may transition into an Evacuation or a Lockdown
- If there are injured people, refer to the *Medical Emergency Procedures*.
- REMAIN CALM and care for medically fragile students around you.
- Follow Principal/BRT Leader’s directions and be prepared to carry out the following actions:
 - INSTRUCT all individuals to REMAIN INDOORS. DIRECT them to the shelter location (including visitors who remain in building)
 - Instruct teachers to CLOSE all windows and doors (if applicable for environmental hazards).
 - Do NOT allow any individuals to enter into the building (except for NYPD or other first responders).
 - Upon arrival of NYPD, follow instructions of NYPD Incident Commander.
- CONFIRM that teachers have taken attendance.
- STAY ALERT and AWAIT further instructions from the Principal, Custodial Engineer, or first responders. Unless otherwise stated, the school community functions as normal with the exception of entry and egress until the All Clear announcement is made, **“The Shelter- In has been lifted”** followed by specific directions

FOLLOW UP

- Once the building has been properly secured, verify that Custodial Engineer has updated the Director/Deputy Director of Facilities and that principal has updated the Emergency Information Center.



Lockdown Drills

Section 2801 of New York State Education Law requires schools to develop Safety Plans regarding Emergency Response. In accordance with this, schools need to conduct drills and other exercises to test components of the Emergency Response Plan. All Public schools are required to conduct 4 Soft Lockdown drills per year. One drill must be conducted in the Fall Term (by October 31) and one drill conducted during the Spring Term (between February 1 and March 14). The remaining two drills may be conducted at anytime during the school day as determined by the administrative team. Drills must be recorded in the DOE online Lockdown Drills data entry page within 48 hours of commencement of the Drill.

Lockdown

Lockdown is to be used when there is a threat or hazard inside of the building.

Lockdown (Soft/Hard) – *Soft lockdown* implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction. *Hard lockdown* implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders

“Attention: We are now in soft/hard lockdown. Take proper action”

(Repeated twice over the PA system)

In response to this announcement:

Students are trained to:

1. Move out of sight and maintain silence

Teachers are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
2. Move away from sight and maintain silence
3. Wait for First Responders to open door or the “All Clear” message

“The Lockdown has been lifted” followed by specific directions

4. Take attendance and account for missing students by contacting main office
 1. any students in the hallway should immediately be taken to nearest classroom by school personnel;
 2. the Principal or designated BRT member should call 911 and provide: name and telephone number, address of the building, description of the situation and any weapons involved, entrance for first responders to use; and,
 3. the Principal or designated BRT member should contact the DOE Emergency Information Center at (718) 935-3210.

Hard Lockdown Review: Run, Hide, Fight



- Hard Lockdown is used in the most extreme incidents where there is an active threat which can include someone with a weapon or causing harm.
- Actions for Hard Lockdown remain the same as a Soft Lockdown for classrooms and offices but it is important to **remember these critical actions to take:**
 - **Run:** if near an exit door at the time of an active threat incident, it might be safer to run out of the building and contact 911. It also may be necessary to run to the closest office or classroom in order to hide.
 - Remind everyone that when in areas like the cafeteria or auditorium (or other common area) hiding may be impossible and self-evacuation may be necessary.
 - **Hide:** when necessary to remain in Hard Lockdown, ensure that everyone can hide behind a locked door and remain silent. In some circumstances where a door needs to be fortified, it may be necessary to re-position objects within the classroom or office as a barricade.
 - **Confront (fight):** If faced with an imminent threat in their room or office, individuals may need to confront (fight) their attacker. It is important to assess the ability to confront with items already in the classroom such as chairs, window pole, Lysol type sprays, etc.

Command Post Checklist for Soft Lockdowns

How to properly plan and conduct a Soft Lockdown Drill



This checklist is designed to be used during a soft lockdown drill.
Follow these steps sequentially to ensure that all soft lockdown elements are completed.

BEFORE A DRILL

- All members of the school community were notified of the drill, including: school safety agents, food service staff, school nurse, substitute teachers, and custodial employees as they will all participate in the drill.
- The custodian, nurse and 1 school safety agent were reminded that they are command post staff (in addition to the Principal(s), BRT Leader, and the Recorder). They should remain in the command post for the duration of the drill in case an issue which requires their immediate response is reported.
- All BRT Members, floor wardens, searchers, and school safety agents were notified just prior to the drill and were deployed to a staging area (i.e., stairwell) near their assignment to wait for the commencement of the drill.

DURING A SOFT LOCKDOWN DRILL (Record all times)

- The following announcement is made clearly and calmly 2 times:
"This is a drill. Attention, this is a soft lockdown. Take proper action."

Time: _____

The following actions should occur simultaneously after calling 911 (ONLY DURING AN ACTUAL EMERGENCY; Do not call 911/ emergency responders during a drill.):

<input type="checkbox"/>	The Building Response Team was activated. Time: _____		
<input type="checkbox"/>	The following were notified:	Phone Number	Time
	<input type="checkbox"/> 911		911
	<input type="checkbox"/> EIC		718 - 935 - 3210
	<input type="checkbox"/> Borough Safety Director		
	<input type="checkbox"/> Superintendent		

DO NOT CALL FOR A DRILL

- The following announcement must be made via two-way Radio and/or PA system:
"All principals and command post staff are to report to the command post in Room _____"
- Floor teams contacted the command post via phone or radio to report the condition of their designated floors. This includes whether the floors are all clear, if individuals are locked out of rooms, and why these individuals were not inside of classrooms.
- Once all reports from floor teams indicate "all clear" conditions, the following announcement is made clearly and calmly 2 times to end the drill: **"The lockdown has been lifted."** Time: _____

AFTER A DRILL

- Floor teams remain on post ensuring that the building has returned to normal operations.
- A debrief session is held with all team members to identify areas of strength and areas in need of improvement

This checklist should be duplicated and stored in the Principal's Office, the BRT Kit, and in the primary and alternate internal Command Posts for use in a drill, as well as during an emergency.

When You Hear It, Do It: Hold!



Hold will be initiated to manage an incident or building condition which does not place the school community in danger, or when directed by First Responders.

Hold does not replace a soft or hard lockdown.

When the Hold action is initiated, staff, students, and visitors must remain in place when the Hold announcement is made. Individuals will conduct business as usual until the "All Clear" is announced.

The BRT and School Safety Agents will address the issue and conduct a building sweep. Anyone found in restrooms, hallways, stairwells, or the lobby will be taken to a designated area until the "All Clear" announcement is made.

Hold:

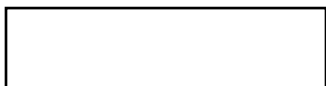
DOES NOT require moving to the safe corner of classrooms or offices.

The announcement (made two times) is:

"Attention, this is a Hold. All staff, students, and visitors are to remain where they are until you hear the All Clear."

- ✓ **Students:** Remain in place until the "All Clear" is announced.
- ✓ **Teachers/staff:** Close and lock the classroom/office door.
- ✓ **Teachers/staff:** Call the main office and report the names of any students who were using the classroom pass when the Hold was announced.
- ✓ **Teachers/staff:** Instruction/business may continue.

EVERYONE WILL IGNORE THE END OF CLASS SIGNAL AND WAIT FOR THE "ALL CLEAR."



THE FOLLOWING STEPS MUST BE TAKEN IF IT IS DETERMINED THAT THE MISSING STUDENT PROTOCOL SHOULD BE ACTIVATED

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

Immediately call 911 (including transit police), and notify the Principal/Designee, Emergency Information Center (EIC), and the Borough Safety Director (BSD).

- Provide a clear description of the student which includes the information below. (Use the Missing Student Protocol Activation Form found in the School Safety Plan to collect this information and update as new information becomes available):
- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and any distinguishing features
- Verbal or non-verbal
- Languages spoken
- Indicate where the child was last observed.

Notify the School Safety Agent (SSA) in the building so that the Borough Command and School Safety Division can activate their protocols.

Immediately monitor the video surveillance system (if applicable) including perimeter cameras. Notify the parent. Review the Blue Card to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.

Activate the Building Response Team (BRT) and open the Command Post and gather all relevant information necessary to work with first responders and law enforcement (description of the student, blue card information, photograph (if available)). If applicable, review the student's Individualized Education Program (IEP), 504 Plan, Medical Administration Form, and/or Medically Prescribed Treatment Form to determine what additional supports are required.

When the parent arrives at the school, escort the parent to the Command Post so that the parent may discuss the incident with school officials and law enforcement. Where applicable, have the parent coordinator accompany the parent in order to provide additional support to the family. A representative of the school crisis team should also report to the Command Post to provide support to the family.

If it cannot be confirmed that the student has exited the building:

Notify the Principal/Designee and the School Safety Agent.

- Provide a clear description of the student, including where the child was last observed. Include the information below in the description. Use the Missing Student Protocol Activation Form found in the School Safety Plan to collect this information and update as new information becomes available.
- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and any distinguishing features

- Verbal or non-verbal
- Languages spoken
- Indicate where the child was last observed.

Activate the BRT, and open the Command Post. Provide all BRT members, School Safety Agents, Shelter-In staff, and floor searchers, a description of the student, and if available, a photograph of the student. If applicable, review the student's IEP, 504 Plan, Medical Administration Form, and/or Medically Prescribed Treatment Form to determine what additional supports are required.

Immediately monitor the video surveillance system (if applicable) including perimeter cameras.

Initiate a soft lock-down and assign Shelter-In staff to secure the exit doors. Use the following language: "Attention, this is a soft lock-down. Take proper action. All staff, we are looking for (use the name and description you have). If you know where this student is, please call extension (insert the phone extension to call)." Once attendance is taken in all classrooms, an additional announcement can be made to transition the building into HOLD.

Hold is called when there is a condition inside the school building, and the immediate need to address the condition **requires staff and students, and visitors to remain in the classroom, office, auditorium, cafeteria or library**. The public address announcement for Hold is, "Attention, This is a Hold. All staff, students, and visitors are to remain where they are until they hear the All Clear."

When Hold is used, additional announcements may be made to:

- provide information to staff,
- remind everyone to disregard the bell signaling the end of the class, and to remind teachers/staff that they may continue with instruction/business, but may not let students/staff in or out of the room.

If the student is observed on the camera system, immediately deploy search staff to the location where the student was observed. This includes areas outside of the school building. Inside the building, all rooms and offices, including restrooms and access to the basement must be searched.

After an initial sweep of the building, if the student has not been located, immediately call 911 (including transit police), Emergency Information Center (EIC), and the Borough Safety Director (BSD).

If available, provide law enforcement with a photograph of the missing student. Notify the parent of the student and continue searching the building.

Review the Blue Card to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.

When the parent arrives at the school, escort the parent to the Command Post so the parent may discuss the incident with school officials and law enforcement. Where applicable, have the parent coordinator accompany the parent in order to provide additional support to the family. A representative of the school crisis team should also report to the Command Post to provide support to the family.

Follow-up steps for all students:

Schools are required to use appropriate guidance and other interventions to respond to all students who leave class or a school building without authorization, regardless of whether the protocol is activated.

Schools must enter **ALL** incidents into the [Online Occurrence Reporting System \(OORS\)](#) and provide updates as needed.

In **ALL** incidents where a student leaves the building without authorization, schools must review existing building protocols with the student and other students where appropriate to prevent recurrence of similar behavior.

Missing Student Protocol and Responding to Door Alarms

In order to ensure a safe learning environment, it is important that all staff members are familiar with the Missing Student Protocol and Responding to Door Alarms Document which provides guidance on the steps that must be taken when a student is reported lost or missing, and when a door alarm is activated. Both documents describe when it is appropriate to activate these protocols. In addition, elementary school staff should be familiar with the protocol that must followed when an elementary school student is observed leaving the school building or school grounds without authorization.

Using the Missing Student Protocol

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

The Missing Student Protocol is not always an appropriate response and therefore should not be activated for every situation where a child leaves class or a school building without authorization (i.e. cutting), as the DOE has existing procedures to address these situations. Regardless of whether the protocol is activated, parents must be informed whenever a student leaves a school building without authorization.

In determining whether to activate the protocol, the following shall apply: The protocol must be activated if the whereabouts of the following students cannot be immediately confirmed:

- All students in Grades K-5
- Any student who has a known physical or emotional condition, or a cognitive disability which interferes with their ability to travel independently and interact with the community

In all other situations, schools must consider a number of relevant factors in determining whether the situation requires the activation of the protocol, including:

- Whether the student has a prior history of leaving the building
- Whether the student is dealing with a crisis/trauma or is otherwise vulnerable
- Whether the student's parent has informed the school of a prior commitment or appointment that requires the student to leave early
- Whether the age and/or maturity of the student is a cause for concern regarding the student's well-being

Missing Student Protocol Activation Information Form

Immediate Action Required:

Activate BRT, open Command Post and conduct an initial sweep of the building.

Immediately call 911 and notify a School Safety Agent, the Borough Safety Director and the Superintendent.

If available, monitor the video surveillance system (IPDVS) including perimeter cameras.

Collect information using this form and update this form as information becomes available.

Date _____ Time the principal was notified _____

Time the student was reported missing _____ Time of Missing Student Protocol activation _____

Time 911 was notified _____

Was the door alarm activated? YES NO Exit the student used (if confirmed) Exit ___ Time _____

IPDVS available? YES NO Camera number/time student observed _____

Student Name _____ OSIS number _____ DOB _____

Address _____ Parent Name _____ Phone _____

Time parent was notified _____ Attempted time(s) of contact _____

Is the student Special Needs? YES NO

If yes, list the disability/disabilities on the line below:

Does the student have any known medical issues? YES NO If yes, please specify _____

Photo of student available? YES NO	Description of student	
Height: _____ Ft. _____ In.	Weight: _____ lbs.	Ethnicity:
Student last seen by:	Time:	Location:
Complexion:	Hair Color:	Hair style:
Attire and distinguishing features:		
Languages spoken:	Is the student:	Verbal Non-Verbal
Other:		

Does the student travel to and from school unaccompanied? YES NO

Does the student use OPT Bus or Public Transportation? YES NO

If yes, indicate the OPT Bus Route or MTA type used and either the bus number or subway line if known:

Does the student have a cell phone? YES NO If yes, what is the number? _____

Is the student known as a wanderer/runner? YES NO Is a paraprofessional assigned? YES NO

If a paraprofessional is assigned to the student, list their name: _____

If applicable, list the previous locations the student has been found when they were missing in the past:

Complete this section after the student is located

Time the student was found: _____

Location where the student was found: _____

Time the student was reunited with the parent/guardian or returned to the school: _____

Name and shield number of the officer who confirmed: _____

Safer Access Initiative Door Locking Procedures Form

Important items to remember:

- **This form, once completed, must be saved as a PDF and included as an addendum to the School Safety Plan.**
- The installation and use of a Door Locking System **does not** result in any changes to your Door Alarm Response Plan. **All Door Alarms must remain activated and assessed regularly to ensure proper working order.**
- On a campus, all visitor entry **must** take place at the single main entrance to the building.
- All doors **must** have signage indicating that “Doors must never be propped open or left open and unattended”.
- All current Visitor Control Procedures as outlined in the School Safety Plan **must** followed at all times.
- Buildings with accessible entrances **mus** always adhere to the directions outlined in the Building Accessibility Profile (BAP) which can be found in the School Safety Plan.
- Only doors adjacent to the main entrance will be unlocked for morning entry, dismissal, and emergency drills. The locked main entrance door is not to be deactivated or used for entry, dismissal, or emergency drills.

Immediately contact your school custodian and Deputy Director of School Facilities whenever your Door Locking System needs repair.

The Borough Safety Director and the Superintendent must be informed if the Door Locking System needs to be deactivated for any period of time for repair.

Times during morning entry when the doors adjacent to the locked main entrance door will remain unlocked: ____ - ____

Times during dismissal when the doors adjacent to the locked main entrance door will remain unlocked: ____ - ____

The following staff are responsible to train all School Safety Agents assigned to the school, as well as staff with safety-related roles in the proper use of the Door Locking System (list up to three school staff only)

The following school staff have been trained in the proper use of the Door Locking System. For “Role in the Building”, select from Principal, Assistant Principal, School Aide, Dean, BRT member.

Name

Role in the Building

Name	Role in the Building

The following doors have the required signage posted (list all as exit number): _____

DOOR ALARM RESPONSE PLAN

All schools must create a building specific response plan that can be utilized together with the door alarm response protocol to respond when a door alarm has been activated. The guidance below is designed to support school leaders and staff members in developing their building specific response plans and when responding to an activated door alarm. A template for the Door Alarm Response Plan can be found in the School Safety Plan.

Every adult in the building has some responsibility when a door alarm is heard. All staff must receive training that outlines how the alarms operate, the required maintenance, what to do when any adult in the building hears a door alarm, and when to use other emergency response actions including the General Response Protocols and the Missing Student Protocols.

- Door Alarm training and the development of a Door Alarm Response Plan for each school building must be completed before students report for their first day of the school term.
- Training must also be conducted during summer school so that all staff are aware of building specific procedures on summer co-locations.
- Responses by staff are different if you are with or without students when a door alarm is activated.
- Staff assigned the responsibility of responding to activated door alarms (including School Safety Agents) must have a key that is distributed by the principal.
- An effective response plan is based on regular collaboration and communication between all staff, including SSAs.
- SSAs will respond to incidents and work closely with school staff to address issues. School Safety Agents will visually inspect the doors and the alarms while on routine patrol. When an alarm is activated, they will respond to the location and immediately investigate the cause so that proper action can be taken. School Safety Agents are issued keys to the alarms so that if they are the first ones to respond to an alarm, they can turn it off while investigating as the alarm sound can be disruptive.
- The SSA is not part of the regular door alarm test and should not be part of the building specific door alarm deactivation procedures for alarms that will be temporarily deactivated throughout the school day.
- **Custodial staff, as part of their daily routine will observe and address door alarms that need repair or of battery replacement. School officials must be made aware of any repairs that are required or that are made.**

DOOR ALARM RESPONSE PROTOCOL

THE FOLLOWING STEPS MUST BE TAKEN WHEN A DOOR ALARM IS ACTIVATED

- All adults who are NOT supervising students must do the following when they hear an activated door alarm:
 - o Immediately report to the door where the alarm has been activated to observe conditions and to determine the possible cause of the alarm (i.e. staff or students observed in stairwell, student running from scene in the hallway, door propped open).
 - o Immediately call the appropriate office and/or main desk to report the specific location of the door alarm that was activated and share any observations.
 - o If the person who hears the door alarm is someone in possession of a two-way radio (e.g. administrator, dean, security school aide) or if a School Safety Agent (SSA) is present, immediately use the radio to report the specific location of the door alarm that was activated to other staff with radios so that everyone can respond with accurate information.

- For all adults who ARE supervising students when they hear an activated door alarm:
 - o Immediately call the appropriate office and/or main desk and report the specific location of the door alarm that was activated.
 - o Immediately look outside the classroom window and/or look outside the classroom door in an effort to observe anything that may provide additional information such as a staff member/ student(s) walking away from the door.
 - o Report observations to the staff members and/or SSAs who respond to the door alarm.

If the door alarm was activated and the cause for the alarm is believed to be the result of an intruder or a missing student, the General Response Protocols and/or Missing Student Protocols must be activated, as appropriate, based on the specific information in each incident.

PROTOCOL FOR WHEN AN ELEMENTARY STUDENT IS OBSERVED LEAVING A SCHOOL BUILDING OR SCHOOL GROUNDS WITHOUT AUTHORIZATION:

Applies to all students in Grades K-5 and any student who has a known physical or emotional condition, or a cognitive disability which interferes with his or her ability to travel independently and interact with the community:

When an elementary school student leaves a school building or school grounds without authorization, it is an inherently dangerous situation and immediate steps must be taken to ensure the student's safe return to school. The following procedures must be followed when a staff member observes an elementary school student leave the school building or school grounds without authorization.

Please note that these procedures **DO NOT** replace the Missing Student Protocol, which sets forth the procedures to be followed when a student is reported missing and the student's whereabouts cannot be confirmed or the Door Alarm Protocol, which sets forth the procedures for when a door alarm is activated. These protocols must be followed as appropriate.

For Staff NOT Supervising Students:

1. A staff member who sees an elementary student leaving the school building or school grounds without authorization and who is NOT supervising students must immediately follow the student unless there is a School Safety Agent (SSA) in the staff member's immediate vicinity who can be informed of the student's unauthorized departure. In such cases, the SSA will pursue the student. The staff member must immediately notify 911 and the principal/designee by radio or cell phone, if available. The principal/designee will activate the Missing Student Protocol when it is confirmed the student exited the building and the student is not immediately secured by the SSA.
2. If an SSA is not in the immediate vicinity of a staff member, the staff member must immediately follow the

student (as long as he/she is not supervising students). As soon as it is possible and will not interfere with locating the student, the staff member must notify 911 and the principal/designee by radio or cell phone, if available. All reasonable steps must be taken to reach the student without risking bodily injury to the staff member or the student.

3. If the staff member is able to reach the student, he/she must take appropriate steps to safely return the student to school and notify the principal/designee that he/she will be returning to the school with the student. If the student refuses to return to the school and/or the staff member is unable to safely return the student without additional support, the staff member must remain with the student and contact 911 and then notify the principal/designee.

4. If the staff member loses sight of the student, he/she must immediately notify 911 and provide the information below, where possible, and then immediately notify the principal/designee who will activate the Missing Student Protocol:

- Location and direction where the student was last observed
- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and distinguishing features
- Whether the student is verbal
- Languages spoken

For Staff Members Supervising Students:

1. A staff member who sees an elementary student leaving the school building or school grounds without authorization and who is supervising students, must immediately inform any staff member that is nearby to follow the student unless there is a School Safety Agent (SSA) in the staff member's immediate vicinity who can be informed of the student's unauthorized departure. In such cases, the SSA will pursue the student. The staff member must immediately notify 911 and the principal/designee who will activate the Missing Student Protocol, when it is confirmed that the student exited the building and cannot be returned by the SSA.

2. If there is not an SSA or another adult in the staff member's immediate vicinity, the staff member must immediately notify 911 by radio or cell phone, if available and provide the following information below, where possible:

- Location and direction where the student was last observed
- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and distinguishing features
- Whether the student is verbal
- Languages spoken

In addition, the staff member must immediately notify the principal/designee and the Missing Student Protocol will be activated.



Door Alarm Response Plan

This guide is designed to support school leaders and staff members when responding to an activated door alarm.

List the exits in your building that have door alarms (i.e. - Cafeteria Door 1,2, Exit 1, Exit 2, etc.)

How many alarms are installed at each exit?					
Exit	Alarms	Exit	Alarms	Exit	Alarms

List all of the staff members (including Custodial staff, School Safety Agents, Food Services staff and School Health personnel) who have access to a key that is used to activate/de-activate Door Alarms.					
Full Name	Job Title	Full Name	Job Title	Full Name	Job Title

When a Door Alarm is activated, it must be immediately reported to _____

Phone : _____ ext. _____

Alternate contact number : _____ ext. _____



Reunification Planning Guide

There may be times when an emergency will require an evacuation and relocation to another building. When this occurs, dismissal procedures must be conducted in a safe and organized fashion by using procedures to account for all students who have been reunified with their families. Advanced planning, through the use of the Reunification Planning Guide, will result in a successful reunification. Various factors must be considered during a relocation which include the number of people being reunited, the available space at the relocation/reunification site, and the appropriate security personnel that may be required. During these emergencies, school officials must work with DOE staff and School Safety Agents who respond to the relocation site to assist.

Reunification at all relocation sites will require:

- A minimum of four **pre-designated** rooms/ common spaces, or sections of the school yard (external only);
- A command post (established by the **host** building prior to the arrival of staff and students from the **relocation** building);
- Access to the medical office or an established medical station to facilitate basic first-aid if needed.
- Families must be informed in advance that identification will be required during the reunification process.

<p>1- The Family Staging Area: Required staff (based on the size of the room and the number of parents): 1 Family Staging Area Coordinator (reporting to the Assembly Point Coordinator), 2-4 staff (to collect information), 1-2 School Safety Agents.</p>	<p>2- The Student Staging Area: Required staff: 1 Student Staging Area Coordinator (reporting to the Assembly Point Coordinator), all classroom teachers, 3-5 School Safety Agents, adding additional agents as necessary based on the number of students in the staging area.</p>
<ul style="list-style-type: none"> • This area must be separated from the student staging area. • This area must be supervised by staff and School Safety Agents. • Families must complete Part 1 of the Student Release Form, prior to being escorted to the Reunion Area. Parents must be escorted to the Reunion Area in small manageable groups (i.e. 1 staff member: 5 family members) 	<ul style="list-style-type: none"> • Teachers are required to have their classroom evacuation folder including class rosters, daily attendance, and GRP assembly cards. • Students will remain with their class until they are reunited with a family member. Students must be escorted to the Reunion Area, restrooms, and medical areas by school staff. • Classroom teachers must remain with their assigned students until a runner arrives to call for specific students. All students who were absent from school must be reported to the Assembly Point Coordinator upon reaching the Student Staging Area.
<p>3- The Reunion Area: Required staff: 1 Reunion Area Coordinator (reporting to the Assembly Point Coordinator), 3-5 staff (to collect information), 4-5 runners, 3-5 School Safety Agents.</p>	<p>4- The Counseling & Medical Areas: Required staff: Counseling Area: Members of the school crisis team (number of staff to be determined based on need). Medical Area: School nurse and health aide</p>
<ul style="list-style-type: none"> • A family member completes/submits the Student Release Form with Part 1 completed. 	<ul style="list-style-type: none"> • The Counseling Area must be identified upon arrival and used as needed.
<ul style="list-style-type: none"> • Identification is verified by staff to ensure that the individual is listed on school records. The staff member will complete Part 2 of the Student Release Form. 	<ul style="list-style-type: none"> • Clinical staff (counselors, psychologists, etc.) will work with families and students who may need additional support before leaving the relocation site.
<ul style="list-style-type: none"> • The runner (school staff) is given the Student Release Form. When the student is retrieved, Part 3 of the Student Release Form is completed by the runner. 	<ul style="list-style-type: none"> • If necessary, the Counseling Area is where the family will receive information about their child if the child cannot be released to them.
<ul style="list-style-type: none"> • The student is escorted to be safely reunited with their family, and Part 4 of Student Release Form completed by staff. 	<ul style="list-style-type: none"> • If the Counseling Area is used, components of the school Crisis Plan must be used as appropriate.
<p>Family members must sign for students in Part 4 of Student Release Form to take custody of their child.</p>	<ul style="list-style-type: none"> • The medical area must be located near the host-school medical office.



Reunification Planning Guide

Area	Suggested Space Internal And External	Brief Description of Area	Internal Area Assigned	External Area when conducting at the home school
Command Post	<p>Internal location: listed in the School Safety Plan at the relocation site.</p> <p>External location: listed in the School Safety Plan.</p>	<p>Location where critical information is shared among the Principals, Building Response Team Leaders (of all schools/buildings involved), and all DOE and First Responders who are at the scene. Refer to Command Post Card located on the Principals Portal to properly establish the Command Post.</p>		
Student Staging Area	<p>Internal: Auditorium, Cafeteria</p> <p>External: corner of a schoolyard away from the reunion and parent staging area.</p>	<p>Area where students will be brought to await reunification. Students must remain with their assigned class and teacher so that accurate attendance can be taken. Students must remain engaged in appropriate activities during the staging process.</p>		
Family Staging Area	<p>Internal: Classroom</p> <p>External: Opposite corner of the school yard.</p>	<p>Area where families are directed to report to upon arrival at the relocation site. Staff must provide instructions regarding the reunification process and distribute the Student Release Form.</p>		
Reunion Area	<p>Internal: Room or office close to exit doors being used for egress after reunification.</p> <p>External: Well secured separate section of the school yard.</p>	<p>The area where families will take custody of their child.</p>		
Counseling & Medical Areas	<p>Internal: Classroom, Office that is not located near the family or student staging area or the reunion area.</p> <p>External: A well secured, separate corner that is not near the staging or reunion area.</p>	<p>Private area where families will be taken if they need additional time to speak/meet with counseling staff, or if reunification with their child may be delayed for any specific reason. This room is staffed with members of the crisis/clinical team.</p> <p>The medical area is a private area where medical assistance is provided including the administering of medicine to students requiring regular treatment for existing conditions.</p>		



STUDENT RELEASE FORM

Use One Form For Each Child



<p>PART 1 Completed by <i>family</i> at The Family Staging Area</p>	<p>Student's Last Name _____ First Name _____</p> <p>Class _____ Grade _____ Teacher (if known) _____</p> <p>Name of Person Picking up Student _____</p> <p>Relationship to student _____</p>
<p>PART 2 Completed by <i>staff</i> at The Reunion Area</p>	<p>Is the person picking-up the student listed on Emergency Blue Card? (circle one) Yes No</p> <p>If no, list the name of the administrator who has authorized release _____</p> <p>Name of staff who verified the identification of the person picking-up the child _____</p> <p>School Staff Member's Signature _____</p>
<p>PART 3 Completed by the <i>runner</i> at The Student Staging Area</p>	<p>Student Status (check appropriate status)</p> <p>_____ Sent with Runner _____ Absent from School _____ In Medical Room</p> <p>Other Notes:</p> <p>_____</p> <p>_____</p> <p>Runner's Signature _____</p>
<p>PART 4 Completed by <i>staff and the family</i> in The Reunion Area</p>	<p style="text-align: center;"><u>THE PERSON LISTED IN PART 1 MUST BE THE SAME PERSON WHO IS LEAVING WITH THE CHILD.</u></p> <p>Identification Verified Time _____ Print Staff Name _____</p> <p>Signature of staff member who reunited the child with the family _____</p> <p>*****</p> <p>I have been reunited with my child</p> <p>Parent/ Guardian Signature _____</p>

Closing Procedures - I.S. 99 - MANHATTAN

After dismissal of the final program in operation within the building and upon departure of administrative personnel, the assigned School Safety Agent(s) should conduct a total building sweep to ensure that conditions are safe and secure and all students have exited the building.

At the conclusion of this sweep and before the Security Team leaves, **Giselle Figueroa**, S.S.A./S.S.A. III will confirm with Head Custodian **KEITH MADINE** that the building has been secured.

Section 11 Supplemental Documents

The School Safety Committee must list supplemental documents that provide pertinent information to emergency responders that will aid in a safe and efficient response. Supplemental Documents will be kept on file in the school with the hard copy of the School Safety Plan. These documents do not supersede or amend any Regulation of the Chancellor or other official policy of the New York City Department of Education governing school safety.

All school buildings **MUST** have their most recent building floor plans uploaded to the Safety Plan based on finalized construction.

All schools are required to upload the agenda for their Opening Day Faculty Conference that reviewed all Emergency Response and Violence Prevention Procedures, as well as the sign in sheets for this session.

Examples:

- List of Chemistry Lab Inventory
- Information on ongoing construction
- Potential environmental hazards in the immediate area of the School
- Building floor plans
- Procedures and Logs used within the building to address protocols including but not limited to:
 - Classroom logs for pass usage
 - Bathroom logs
 - Survey of Door Alarms

Supplemental document(s) listed for the School Safety Plan

Document Type	Document Name
Floor Plan	M099 complete.pdf

Section 12 Committee Members & Meetings

As per Chancellor’s Regulation A-414, the School Safety Committee shall be comprised of the following individuals:

- (1) Principal / Designee of every program operating within the building;
- (2) U.F.T. Chapter Leader;
- (3) Custodial Engineer/Designee;
- (4) In-house School Safety Agent Level III/Designee;
- (5) NYPD Precinct Commanding Officer/Designee;
- (6) Parent Association President/Designee;
- (7) Dietician/Designee of food services for the site;
- (8) Representative of the Student Body;
- (9) FDNY Liaison; and
- (10) Any other person or persons deemed essential by the committee.

The following individuals are listed as members of the School Safety Committee:

Name	Title	Program
BETHEA,AUDREY	Respect for All Liaison	04M224
Captain of,IADDER 43	FDNY Liaison	NA
Clark,Jameesa	Respect for All Liaison	84M385
Clark,Jamessa	Principal	84M385
Ferree,Luke	Parent Coordinator	84M385
Figuroa,Giselle	SSA-3	NYPD
GENAO,LUIS	Principal	04M224
HANDIBODE,FRANCIS	UFT Chapter Leader	04M224
Joseph, Terence	Principal	84M433
KWOK,KEVIN	Dietician	04M224
MADINE,KEITH	Head Custodian	NA
Martin,Danielle	Respect for All Liaison	84M433
ORTIZ,ANGIE	Parent Coordinator	04M224
Rodriguez,Officer	NYPD Precinct CO/Designee	NA
Shoulders,Kisha	PA President/Co-President	04M224
Thomas,Shakima	NYPD Precinct CO/Designee	NA

NOTE: All Programs/Schools in operation within the building must be represented on the committee. Refusal to sign the plan on the Endorsement Page, by members of the above School Safety Committee, without addressing the issue at the School Safety Committee level, will not preclude the plan from being submitted and approved. If there are issues that cannot be settled at the committee level a formal grievance should be filed and mediated.

Proposed Committee Meeting Dates

School Safety Committee meetings must be held monthly on days when the school is open for instruction. Attendance and agendas for each meeting must be collected online in the School Safety Committee Meetings module of the School Safety Plan Application.

The School Safety Committee will meet as a team on the dates listed below, in compliance with Chancellor's Regulation A-414:

No Data Available

No Data Available



New York City Department of Education
 SCHOOL SAFETY PLAN ENDORSEMENT FORM
 2023-2024 M099
 FAX completed forms to (718) 935-5860

This completed signed signature page must be submitted to the Office of Safety and Youth Development via fax (718)935-5860 prior to your first School Safety Plan submission.

Signature: (Signature Received: No)	
BETHEA,AUDREY, Respect for All Liaison	Date
Signature: (Signature Received: No)	
Captain of,IADDER 43, FDNY Liaison	Date
Signature: (Signature Received: No)	
Clark,Jameesa, Respect for All Liaison	Date
Signature: (Signature Received: No)	
Clark,Jamessa, Principal	Date
Signature: (Signature Received: No)	
Ferree,Luke, Parent Coordinator	Date
Signature: (Signature Received: No)	
Figuroa,Giselle, SSA-3	Date
Signature: (Signature Received: No)	
GENAO,LUIS, Principal	Date
Signature: (Signature Received: No)	
HANDIBODE,FRANCIS, UFT Chapter Leader	Date
Signature: (Signature Received: No)	
Joseph, Terence, Principal	Date
Signature: (Signature Received: No)	
KWOK,KEVIN, Dietician	Date
Signature: (Signature Received: No)	
MADINE,KEITH, Head Custodian	Date
Signature: (Signature Received: No)	
Martin,Danielle, Respect for All Liaison	Date
Signature: (Signature Received: No)	
ORTIZ,ANGIE, Parent Coordinator	Date



New York City Department of Education
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Signature: (Signature Received: No)
Rodriguez, Officer, NYPD Precinct CO/Designee Date

Signature: (Signature Received: No)
Shoulders, Kisha, PA President/Co-President Date

Signature: (Signature Received: No)
Thomas, Shakima, NYPD Precinct CO/Designee Date

Original signatures are required on this page

This plan is governed by all current Chancellor's Regulations, Special Circulars and/or Memorandums of the New York City Department of Education.