

# Bronx Academy of Promise Charter School

## Safety/Emergency/Evacuation Plan

### 2024-2025

#### PURPOSE

The purpose of this plan is to provide emergency preparedness and response instructions, information, and procedures to protect the safety and well-being of students and staff of Bronx Academy of Promise Charter School at a time of an emergency. Specific objectives of this plan include:

- Protection of the safety and welfare of students and staff of BAOP.
- Provision of guidelines for a safe and coordinated response to emergency situations.
- Protections of BAOP facilities and property.
- Guidelines to restore normal conditions with minimal confusion in the shortest time possible.
- Guidelines for coordination with off-site emergency operations resources.

#### BAOP EMERGENCY POLICY

- BAOP has established certain policies governing emergency preparedness and response, which relate directly to this plan. These include:
  - Following protocol in an emergency:
    1. *Call 911*
    2. Call Borough Safety Director, Anyeli Matos - (212) 374-5234
    3. Call the Emergency Information Center - (718) 935-3210
  - Additional Emergency Resources:
    1. NYC Police Precinct 44 - 2 East 169<sup>th</sup> St., Bronx 10452 (718) 590-5511
    2. NYC Fire Department - 453 East 176<sup>th</sup> St., Bronx 10457 (718) 294-2020
    3. Bronx-Lebanon Hospital - 1650 Grand Concourse, Bronx 10457 (718) 590-1800
- The school will comply with all required evacuation/lockdown drills during the school year, designating school personnel to cover all aspects of the building and procedures.
- In the event of a major disaster during school hours, BAOP will not be dismissed without the express approval of the Principal or his designee. Until released to parents or their pre-authorized representative, students will remain under the supervision of school authorities.
- BAOP designated staff will be prepared to use fire extinguishers, turn off utilities (water, electricity, and gas) and be prepared to do search and rescue.
- In an event of an emergency, staff may be required to stay ON SITE for 24-36 hours or longer, so that parents will know the whereabouts of their child; however, it may be necessary to leave the site as a group. Children should be within the care of BAOP staff. We will have emergency supplies on hand and will be accessible in the event of an emergency. Children will only be released to people listed on the Emergency Release Form.

## **PROJECTIONS OF BAOP NEEDS:**

BAOP has an enrollment of about 600 students ages 4-15. It has about 100 full-time employees. It is the school's projection that it may be necessary to provide care for this number of people in the event of such an emergency. If students and staff leave the school site, notices will be posted on the outside doors.

## **ALTERNATE SITES**

If there is a need for evacuation from the school site the following sites are approved by the Principal for use:

**Family Life Academy Charter School**

**[14 West 170<sup>th</sup> Street Bronx, NY 10452](#)**

**[\(718\) 410-8100](#)**

## **COMMUNICATION**

The BAOP Emergency Response Team Members will have hand-held communication devices, such as two-way radios, that will be used in case of an emergency. City disaster centers should be contacted to inform them of our needs. The school also has staff designated cellular phones, which can be used to communicate internally.

## **BAOP PREPAREDNESS MEASURES**

*Staff Orientation to the Emergency Plan*

The Principal orientates employees to the Emergency Plan annually, during the August Professional Development. Orientation includes a review of employees' mandated role as Emergency Response Team during declared disasters; the site's Emergency Management Program and concept of emergency operations, emergency response policies and procedures, and how to conduct and evaluate required drills.

The Principal may ask employees with specific skills to fulfill certain emergency management roles (i.e. First Aid, CPR, Search and Rescue and/or Fire Extinguisher training and certification).

## **Students and Staff with Special Needs**

Students and staff with special needs are identified continuously throughout the school year. Parents are asked to provide written information/instructions concerning specific needs on the Emergency Contact Sheet. There is an emergency binder maintained in the main office and classrooms, which will be removed by each homeroom teacher and school administration in the event of an emergency evacuation. In addition, the Special Education Coordinator will be responsible for escorting students with special physical needs safely out of the building.

## **Message to Parents**

Each year all parents will be asked to fill out and sign the Emergency Contact Sheet which provides an emergency medical release for the child and designates who are authorized to pick up their child.

## **Postings of Procedures**

Evacuations routes and emergency procedures are posted by the doorway in each classroom and school offices. These posted procedures will include an outdoor assembly area(s) where students and staff will gather whenever the building is evacuated. Students and staff will

gather according to homeroom classes unless otherwise instructed by public safety officials. Attendance must be taken immediately upon meeting in assigned areas. Each teacher holds up a green (clear) or red (not clear) sign to indicate whether a student is missing.

### BAOP Zones

To assist in identifying specific locations where there is a threat, BAOP has been divided into numbered zones. Each zone is assigned to a zone leader that will communicate all commands in the event that an emergency response is required. The zones are identified as follows:

**Inwood Avenue: Nicholas Parrino**

**Cromwell Avenue: Jessica Rivera**

<b>Zone Number</b>	<b>Location</b>	<b>Zone Leader</b>
1	Main Office/Conference Room 107-Closet & bathroom/102 Orange Room/Cafeteria 142/Kitchen 141/Room 111/Boys Bathroom 105/Room 139/Room 117/Room 131/Room 127/Room 132/ Room 133/Room 134/ Room 135 Room 137/Room 140/Custodial Closet 119/Room	Tia Hampton Rachel Osias
2	Room207/Room208/Room202/Room201/ Custodian Office and Kitchen Locker Rooms on Mezzanine Level/Pump Room/ Room 206/ Room 203/ Room 204/ Room232/ Room 229/Room 231/2 <sup>nd</sup> Fl Boys Bathroom/ 2 <sup>nd</sup> Fl Staff Bathroom/Room 233/Roof Staircase (B)	Britney Diodato Aldrina Arshravan
3	Room222/Room223/Room224/Room225/ Room226/Room227/Room228/Staircase(A)/ 2 <sup>nd</sup> Fl-GirlsBathroom/Room210/Room211/ Room213/Room214/Room215/Room 217/ Room 218/Room 220/Room221/	Inez Melendez Nancy Jimenez
4	Playground/Occupied Outside Area	Steven Perez (also fills in for any person who is absent)
5	Students with physical disabilities or in need of assistance to evacuate the building	Loida Montilla/ Sharon Giblin
6	1st Floor Music Room/Auditorium Gymnasium / Mezzaine & 2nd Floor	John Iasenza Omar Ore-Quinones Nichelo Campbell Jasmin Polanco

## EMERGENCY RESPONSE TEAM ROSTER & RESPONSIBILITIES

**Incident Commander** – Nicholas Parrino, Principal

**Principal Designee** – Jessica Rivera, Operations Manager

**City/Community Communications Liaison** –Loida Montilla

**School Security Leader** – Julio Cabrera

**Medical Team** – School Nurse

**Search and Rescue Team** – School SAFE Team (Zone Leaders)

**Building Evacuation Team** – School SAFE Team (Zone Leaders)

**Emergency Supplies Coordinator** – Jessica Rivera and Nurse

### Emergency Codes

<b>SHELTER IN</b>	<p><b><i>Threat Incident outside the facility that warrants lockdown of facility excluding SAFE Team Members. No one is permitted to enter or leave the building.</i></b>            (Drive-by-Shooting, Outside Disruption, Terrorist Threat)  <u>Students:</u> Remain inside the building and follow directions of the staff  <u>Teachers:</u> Increase situational awareness, conduct business as usual and follows all announced directions</p>
<b>LOCKDOWN</b> <i>Soft or Hard</i>	<p><b><i>Threat Incident inside the facility that warrants lockdown of facility including SAFE Team Members.</i></b>  <u>Students:</u> Remain silent and quickly move out of sight and away from the door  <u>Teachers:</u> Quickly retrieve any students in the hallway and lock the classroom door. Wait for responders to open the door or await the “all clear” announcement: “The lockdown has been lifted.”</p>
<b>EVACUATE</b>	<p><b><i>Evacuate Facility (Fire, Gas Leak, Bomb, or Bomb Threat)</i></b>  <u>Students:</u> Leave all items behind, form a line, remain quiet and listen to all directions from the teacher.  <u>Teachers:</u> Lead students to evacuation location and take attendance. Indicate whether there are missing, extra and/or injured students by using the green/red cards.            Green=clear/ok, Red=problem            Remind students that the use of any electronic devices is prohibited.</p>
<b>BLUE</b>	Medical Emergency

	All designated medical emergency staff members respond to the place of emergency as indicated by the announcement.
<b>GREEN</b>	All Clear. Return to Classroom and/or normal activities.

## Lockdowns

### Soft Lockdown: No Imminent Danger

Administrative Team, Building Response Team, and School Safety Agents will meet at the designated command post for further direction.

### Hard Lockdown: Imminent Danger

No one should sweep the school in a hard lockdown. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

### In Any Lockdown

- A Public Address (PA) announcement made two times:
  - Attention: We are now in soft/ hard lockdown. Take proper action.
- Students are to move out of sight and keep silent.
- Teachers are to:
  - Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
  - Move out of sight and keep silent
  - Wait for first responders to open door, or for the message:
    - The Lockdown has been lifted
    - followed by specific directions
  - Take attendance and account for missing students by contacting the main office.

# Evacuations

- Often, the fire alarm system alerts staff and students to start an evacuation.
- However, there may also be times when a Public Address announcement starts an evacuation.
  - Announcements will begin with “Attention” followed by specific directions
  - They are made two times.
  - Students are to:
    - Leave belongings behind
    - Form a single file line
      - In cold weather, students should be reminded to take their coats.
        - However, students wearing exercise or gym clothes will not return to the locker room.
      - Students without winter coats will be taken to safe, warm location as quickly as possible.
  - Teachers are to:
    - Grab evacuation folder (with attendance sheet).
    - Lead students to evacuation location as identified on Fire Drill Posters.
    - Always listen for additional directions
    - Take attendance and account for students.
    - Report injuries, problems, or missing students to school staff and first responders.

# Shelter-in

- There is a Public Address announcement made two times:
  - Attention. This is a shelter-in. Secure the exit doors.
- The Shelter-In directive stays in effect until it is ended by a Public Address announcement
  - The Shelter- In has been lifted
- Students are to:
  - Remain inside the building
  - Conduct business as usual
  - Respond to specific staff directions
- Teachers are to:
  - Be more aware of their surroundings
  - Conduct business as usual

Administrative Team, Building Response Team, and School Safety Agents will secure all exits and report to specific post assignments.

## Hold

Starting during the 2021-2022 school year, NYC DOE introduced an additional General Response Protocol called Hold. The Hold response calls for no movement throughout the building until the “all clear” is given. While in Hold response, instruction and office tasks may continue as normal but no one may leave the room they are in until the Hold has ended.

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, until the “All Clear” announcement is made.

## Bronx Academy of Promise Charter School Emergency Supply Kit Contents

- ✓ Copy of BAOP Emergency Forms
- ✓ Class Roster
- ✓ Red/Green Student Indicator Signs
- ✓ First Aid Kits (one per class) containing:
  - Band Aids
  - Gauze
  - Tape
  - Antiseptics
  - Scissors
- ✓ Flashlights *(To Be Kept On Wall Near Emergency Response Folder)*
- ✓ Batteries *(To Be Kept In Flashlights)*



**NOTE:** All items listed above should only be used in the event of an announced emergency. Do not use these items as a part of your daily classroom activities. As items become depleted, remember to request replacements from Jessica Rivera.



# NYS Covid-19 Safety Measures

**A. Protective Equipment. To ensure employees comply with protective equipment requirements, BAOP will do the following:**

- Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

**B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, BAOP will do the following:**

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

**D. Communication. To ensure the business and its employees comply with communication requirements, BAOP will do the following:**

- Post signage throughout the site to remind personnel to adhere to updated CDC Guidelines. This could include proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

**E. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, BAOP will do the following:**

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case