

SECTION I. Introduction: Basic Information

School Contact Information

The American Dream School Middle School Campus 510 E 141st St. Bronx, NY 10454 Telephone: (718) 585-3071	The American Dream School High School Campus 423 E 138th Street Bronx, NY 10454 Telephone: (718) 924-2809
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Principal: Melissa Melkonian
Email: mmelkonian@theamericandreamschool.org
Cell Phone: (917) 510-6556

Middle School Director: Beatriz Banuelos
Email: bbanuelos@theamericandreamschool.org
Cell Phone: (323) 719-1437

DOO: Nicholas Gallagher
Email: ngallagher@theamericandreamschool.org
Cell Phone: (310) 413-4708

Total Number of Students Enrolled: 425
Total Number of School Personnel Employed:

Introduction and Purpose

The American Dream School (ADS) considers emergency preparedness as a critical component to a safe campus environment and takes every precaution to ensure the safety of its students and staff. ADS treats emergencies and violent incidents as critical issues that must be addressed in an expeditious and effective manner. The ADS Building-Level Safety Plan was developed pursuant to Education Law §2801-a and 8 NYCRR §155.17 and informed by the State of New York's Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in schools.

The ADS Building-Level Safety Plan was developed by the school's Safety Team. This plan will be modified as needed to incorporate recommendations of the full final School Safety Team.

As we share our middle school campus with a DOE school, our District-wide and Building-Level Safety Plans is in coordination with our shared space School Safety Teams. American Dream High School campus also shares our middle school campus with a DOE school, our District-wide and Building-Level Safety Plans is in coordination with our shared space School Safety Teams.

Our goals in creating and implementing our Building-Level Safety Plan are:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

As charter schools are also school districts (LEAs) in and of themselves, the ADS District-wide Safety Plan and the Building-level Safety Plan is one in the same document (all required elements for both plans are included in this single document).

The ADS School Safety Plan addresses a broad range of major emergencies. The objectives of the plan are to:

- Protect the safety and welfare of students, employees and staff;
- Provide for a safe and coordinated response to emergencies;
- Protect the School's facilities and properties; and
- Enable the School to restore normal conditions with minimal confusion in the shortest time possible

Building Information

ADS is located at 510 E 141st St., Bronx, NY 10454. ADS shares space with P.S. 30. ADS uses all classrooms, bathrooms, storage and office space on the 4th floor (rooms 401, 402, 403, 404, 405, 406, 408, 410, 411, 413, 412, 418, 420, 421, 423, 425 and 427) as well as the cafeteria, auditorium, courtyard and gymnasium on the 1st floor.

High School Building Information

ADS High School is located at 423 E 138th Street, 7th & 8th Floors, Bronx, NY 10454. ADS High School occupies the 7th & 8th Floors of the building including all classrooms, bathrooms, storage and office space on the 7th floor (rooms 701, 702, 703, 704, 705, 706, 707, 708) and 8th floor (rooms 801, 802, 803, 804, 805) as well as the cafeteria on the 8th floor.

ADS Middle School Safety Team

The ADS School Safety Team, charged with developing and ensuring the effective implementation of the ADS School Safety (SAVE) Plan is:

Title	Name	Role
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School Director	Beatriz Banuelos	School Safety Team Head
Operations Manager	Raysa Rojas	School Safety Team Member
School Dean	Eddie Jimenez	School Safety Team Member
School Aide	Victor Canales	School Safety Team Member
Local Law Enforcement Official	Level 3 Agent Mota	School Safety Team Member

In addition to the ADS School Safety Team, P.S. 30 has a Chain of Command and an Safety Team of their own. See Section XYZ for P.S. 30 Chain of Command.

ADS High School Safety Team

The ADS School Safety Team, charged with developing and ensuring the effective implementation of the ADS School Safety (SAVE) Plan is:

Title	Name	Role
Principal	Melissa Melkonian	School Safety Team Head
Director of Operations Manager	Evette Alba	School Safety Team Member
School Dean	Ryan Hansen	School Safety Team Member
School Aide	Eduardo Fermin	School Safety Team Member
Local Law Enforcement Official	Level 3 Agent Mota	School Safety Team Member

Plan Review

We will include representatives of all key School constituents and interested parties in the development and review of this plan. The plan will be reviewed annually by the Board .

Our Building-Level Safety Plan will remain confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Concept of Operations

The initial response to all emergencies at ADS will be by the School Safety (Emergency Response) Team. Upon activation of the School Safety Team, local emergency officials and the Board of Directors will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols.

SECTION II. RISK REDUCTION/PREVENTION AND INTERVENTION

A. Designation of Building-level and School-level Teams

The following teams have been established:

- School-level Teams
- School-level School Safety Team

This team consists of the Principal, Professional Development Coordinator, Office Manager, Parent Coordinator, member of the Board of Trustees, teacher representative and parent representative. The role of this team is to adopt School-level safety policies and procedures that are coordinated with the Building-level safety policies and procedures.

School-level Safety Team

This team consists of the Principal or School Director,, Operations Manager, Dean of Culture and other administrative staff including school aides and office staff. The role of this team is to lead the initial School-level response through any emergency situation in coordination with the Building-level Safety Team.

School-level Post-Incident Response Team

This team consists of the Principal or School Director, school counselor, all staff holding valid emergency response AED/CPR training, and the Building nurse. The role of this team is to provide post-incident psychological and medical aftercare if necessary.

B. Prevention and Intervention Strategies

The American Dream School believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Coordination with Local Emergency Officials and Annual Multi-Hazard Training for Students – as per below.

School Personnel Training

- The School-level Safety Team will design and implement trainings for members of School-level teams on safety procedures including (i) protocols for removal of disruptive students, (ii) crisis response, mediation, conflict resolution and other de-escalation techniques, and (iii) protocols for responding to fire, bomb threats, intruders and other emergency situations.

Coordination with Emergency Officials

- The School level Safety Team includes members of local Safety services who will be instrumental in assisting in the annual review of the Safety Plan and conducting drills and exercises to test the Safety Plan. These tests may include tabletop exercises which will be coordinated with local and county emergency responders and preparedness officials.

Annual Multi-Hazard Training for Staff and Students

- The law requires annual multi-hazard training for students and staff. The intent of this training is to make building residents aware of the specific response procedures in their buildings. All school building staff will be familiarized with the basic concepts of the Incident Response System. This type of training can be most successfully accomplished by members of the School level Safety Team who would be most familiar with the procedures they have established.

Prevention Programs and Initiatives

- ADS emphasizes the importance of prevention strategies such as non-violent conflict resolution training programs, peer mediation programs, and extended day and other school safety programs. ADS will consider implementing violence prevention programs that address the components of empathy, impulse control, and anger management skills, and offering corrective supportive intervention strategies. The following is a list of some of the many prevention strategies that may be utilized:
 - Strong emphasis on zero tolerance for harassment
 - Support groups facilitated by psychologists and/or school counselor for elementary children
 - Conflict resolution strategies
 - Buddy programs between grade levels
 - Mentoring (pairing of differently-aged students)
 - Parent/child/staff surveys
 - Student Support Teams
 - Drama programs
 - Lessons on peer-intervention taught by teachers, school counselor, psychologists
 - Current events units in classrooms – analyzing violence on TV and in other media

Identification of Hazards

The School level Safety Team will identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population. The Team has identified the following:

Middle School Campus

- Intersection of 141 st Street and Brook
- Intersection of 141 st Street and St. Ann
- People's Park (Across from P.S. 30)

High School Campus

- Intersection of 138th Street and Brook Ave
- Intersection of 138th Street and Willis
- North sidewalk of 138th between Brook and Willis
- Spaces in 423 E 138th occupied by other tenants

SECTION III. BUILDING SECURITY

A. Security Personnel

- **Middle School** - Security personnel is provided by the NYC DOE. Agent Moisse is the current school security agent stationed at the main entrance of the PS 30/ADS campus main entrance.
- **High School** - In order to access ADS High School on the 7th and 8th Floors, guests must use a video intercom requesting access from staff in our main office. The stairwell in the lobby of 423 E 138th is also locked at all times.

B. Visitor Control Procedures

The school has established the following procedures in order to establish a uniform visitor control standard. These procedures will ensure minimum standards to control visitors at the building. The School level Safety Team may establish additional procedures beyond those described below:

1. A visitor entering the building will be required to provide at least one (1) item of valid photo identification (e.g., driver's license). The staff member on duty at the main entrance / office will record the date, time, name and destination of the visitor in the log book in order to gain entrance to the building with a visitors pass that must be clearly displayed on their person. All visitors are required to sign their name next to the entry made by the staff person on duty. Signs should be posted at the main entrance informing visitors that they must stop at the desk to sign in and show photo identification. The signs should also inform visitors that failing to follow these guidelines may result in their removal from the building.

C. Intruder Procedures

When an unidentified person is found on school premises and a decision has been made to put the school in a soft lockdown, the following announcement will be made on the PA system: "Attention all, the building is in soft lockdown. Proceed with soft lockdown procedures." If there is a hostage or active shooter, the school should immediately begin HARD lockdown procedures. This will be made clear in the announcement.

SOFT LOCKDOWN PROCEDURES: In response to a SOFT lockdown announcement the following steps will be taken immediately:

1. Any students in the hallway will be taken to nearest classroom by school personnel.
2. All teachers will lock their classroom doors.
3. The Principal, and designated individuals will lock the doors of the building and conduct a building sweep to locate the intruder:

HARD LOCKDOWN PROCEDURES: In response to a HARD lockdown announcement the following steps will be taken immediately:

1. Students need to get themselves into a bathroom, classroom or the closest space outside of the hallway immediately. During a HARD lockdown school personnel do not sweep hallways.

2. All teachers will lock their classroom doors, turn lights, laptops and projectors off if possible and get students and themselves away from windows.
3. No staff move from their locations during a HARD lockdown until first responders come to their location to provide an “all clear” message.

If the intruder is found and the situation is again stable or no intruder is found within the building an “ALL CLEAR” message will be made over the PA system.

In the event that the Building PA system is inoperative, supervisors of floors will alert staff and search for the intruder.

D. Closing Procedures

Middle School Building - After the dismissal of the final program in operation within the Building the security agent stationed at the campus should conduct a total building sweep to ensure that all students have evacuated the building. Upon departure of administrative personnel, the building custodial staff. should conduct a total building sweep to ensure that conditions are safe and secure.

High School Building - After the dismissal of the final program in operation within the Building the Operations Manager or Instructor facilitating late programs should conduct a total building sweep to ensure that all students have evacuated the building. Upon departure of administrative and instructional personnel, the designated staff member responsible for closing the building should conduct a total building sweep to ensure that conditions are safe and secure and all students have evacuated the building.

E. Security of Crime Scene

Securing and restricting the crime scene is of prime importance in order to preserve evidence from being disturbed or destroyed in cases of violent crimes on School property. As such, the following procedures will be followed:

- The Principal will be responsible for crime scene security until relieved by law enforcement officials.
- No items will be moved, cleaned, or altered without prior approval from appropriate law enforcement officials.
- While security of the crime scene is important, it should in no way interfere with the rescue and aid of injured persons.

SECTION IV. INCIDENT RESPONSE SYSTEM

A. Command Center

For most emergency situations a Command Center must be established. This Command Center will co-locate decision makers from the schools in the building and outside agencies. The primary and any alternate (in the event the primary is unusable (due to crowds or otherwise) or becomes unsafe) Command Center locations have telephone communications available.

Middle School primary indoor Command Center will be:

Room: 416

Description: Nurses office

The alternate indoor Command Center will be:

Room: 418

Description: ADS School Directors office

The Principal or a designee must be located at the Command Center at all times to make decisions based on the situation and to facilitate recommendations from Safety officials. It is critical that the administrators be able to communicate with the public safety agency officials at the command post as well as others outside the building.

In instances of a serious nature that necessitate evacuation, and where the Building has become totally unusable, the emergency Command Center should be set up outside the perimeter of the school site, in close proximity to the building. This will aid in the gathering and disseminating of information and in keeping the lines of communication open between the schools' administrators, and other agencies / departments and the parents/guardians.

However, it is possible that the emergency responder primarily responsible for handling the specific emergency will designate a different location for this Command Center.

B. Assignment of Responsibilities

Incident Commander

In the event of an emergency occurring in the school, the Principal or the next person in the Chain of Command (see below) will serve as Incident Commander within the school and with respect to all of the school's staff and students. In the event of a crisis, the Incident Commander has responsibility for decision-making and coordination of the Safety. The Incident Commander may be replaced by a member of a local Safety agency.

The following is the Chain of Command:

Chain of Command

(List at minimum 3 staff members)

Position

Name

Title

Home Phone

C. Access to Floor Plans

An emergency exit map is located on the inside of the door to each room assigned to ADS. Behind the emergency exit map is a full floor plan of the entire building.

D. Notification and Activation

Communications inside the school

For internal communication at the school walkie-talkies, telephones and the runner system will be used.

Communication with Law Enforcement Officials

Communication with local law enforcement officials in the event of an emergency shall be by telephone, (Level 3 Agent, Agent Mota, (917) 244-7678) from a building phone to reach law enforcement personnel located in the building or dialing 911 to reach law enforcement personnel outside the building.

Communication with Parents

In the event of a violent incident or emergency requiring early dismissal, the Parent Coordinator will notify parents by telephone at the numbers listed in the emergency contact information sheets for each student. These emergency contact information sheets are kept in the room: 427 and 418

Communication with the Community

The Incident Commander will be the only official spokespersons with the media during an emergency situation. Parents and guardians will be notified through the news media of any situation that requires a school to be evacuated. The Incident Commander will be responsible for emergency notification of the media on behalf of the school. The Incident Commander will respond to inquiries from parents and guardians during an emergency.

SECTION V. PROTOCOLS FOR DISASTERS AND EMERGENCIES

This section outlines protocols that will serve as a guide for administrators and staff to use to increase the level of calm during an emergency. The listed protocols reflect examples of events that can or may occur in schools. They are not meant to serve as an exhaustive list of the full range of events that the school might experience.

It has been proven however, that many of the steps that are to be taken during the listed crisis/emergencies are transferable and can be used during most emergencies to quickly bring calm to school staff and students prior to the arrival of emergency first responders. Based on the emergency, we may evacuate the school, in which case students and staff should be removed to a location a distance away. Or in the case of a threat to the environment outside of the school, i.e. a building collapse, water main break or a gas leak/explosion, we may keep our students and staff in school to avoid the outside dangers.

In every disaster situation, the Incident Commander will immediately take steps to assess the situation, activate the Safety Team and contact the Principal and call 911 if directed by the Principal.

These procedures should be followed in the identified emergency situations:

A. Hostage

1. Notify Principal and call 911
2. Follow the Intruder Procedure.
3. Floor Wardens appointed to each floor should assist in the evacuation.
4. Evacuate the premises following Egress Routes on the back of each room door.
5. Identify means of communicating with perpetrator(s), e.g. telephone, PAX Phone or PA system.
6. Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
7. Incident Commander will notify respective supervisors and arriving agencies, with pertinent and vital information.
8. If the building can not be re-entered, evacuated students and staff with attendance information are to be directed to the evacuation location.
9. If the building can not be re-entered, the transportation vendor must be notified, in addition to the parents/guardians, for those children who take the bus home. For those children who are picked up from school, the parents/guardians must 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.

B. Bomb Threat/Suspicious Package

1. If a suspicious package is observed, DO NOT TOUCH.
2. Notify Principal and call 911
3. Incident Commander will notify staff by telephone, walkie-talkie or runner alerting them to situation.
4. Decision to evacuate to be made by Incident Commander in consultation with Principal or School Director
5. Floor Wardens appointed to each floor should assist in the evacuation.
6. Evacuate the premises following Egress Routes on the back of each room door.
7. No transmissions to 911 via radio (walkie-talkie) or cell/mobile telephone. All notifications must be made by regular land lines.
8. Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
9. No one is to re-enter the building/affected area without authorization from appropriate agency.
10. If the building can not be re-entered, evacuated students and staff are to be sent with attendance information to the Evacuation Location.
11. If the building can not be re-entered, the transportation vendor must be notified, in addition to the parents/guardians, 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.
12. Assure that the following Bomb Threat Checklist is completed at an appropriate time.

BOMB THREAT CHECKLIST

School Official (reporting):

Location of Bomb (be specific):
How was bomb threat received?
Wording of message:
Description of caller:

Name:	Time of Call:		Length of Call:	
Voice Characteristics:	Loud	Soft	High	Deep
	Pleasant			
Speech Characteristics:	Fast	Slow	Intoxicated	Stutter
Manner of Caller:	Calm	Angry	Deliberate	Emotional
	Other			
Identity of Caller:	Adult	Teen	Very Young	Sex: M F
Background Noise:	Quiet	Loud	Machine	Traffic Music

Did Caller seem familiar with the school facility?

C. Hazardous Material / Building Collapse / Explosion

1. Notify Principal and call 911.
2. Incident Commander will notify staff by telephone, walkie-talkie or runner alerting them to situation.
3. Decision to evacuate to be made by Incident Commander in consultation with the school Principal or School Director
 - a. Floor Wardens appointed to each floor should assist in the evacuation with the exception of the contaminated area.
 - b. Evacuate the premises following Egress Routes or as otherwise directed by the Incident Commander.
 - c. Floor Plans are to be readily available in the Principal or School Director's office.
4. Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
5. No one is to re-enter the building/affected area without authorization from appropriate agency.
6. If the building can not be re-entered, evacuated students and staff are to be sent with attendance information to the evacuation location.
7. If the building can not be re-entered, the transportation vendor must be notified, in addition to the parents/guardians, 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.

D. Shooting

1. Notify Principal and call 911
2. Follow the Intruder Procedures.
3. Decision to evacuate to be made by Incident Commander in consultation with the Principal or School Director
 - a. Floor Wardens appointed to each floor should assist in the evacuation.
 - b. Evacuate the premises following the Egress Routes.
 - c. Evacuated students and staff with attendance information are to be directed to the Evacuation Location if the building can not be re-entered.
 - d. Floor Plans are to be readily available in in the Principal or School Director's office.
 - e.
4. Identify means of communicating with perpetrator(s), e.g., telephone, PAX Phone or PA system.
5. Identify location and number of shooter(s). If possible identify the number and names of shooter(s). If possible retrieve the parent/guardian information of shooter(s) with home contact numbers.
6. Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
7. Incident Commander will notify their respective supervisors and arriving agencies, with pertinent and vital information.
8. If the building can not be re-entered, evacuated students and staff with attendance information are to be directed to the evacuation location.
9. If the building can not be re-entered, the transportation vendor must be notified, in addition to the parents/guardians, 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.

E. Kidnapping

1. Check Emergency Contact card to ensure that only the legal guardian is taking the student out of the building.
2. Notify Principal and call 911
3. Call parent/guardian contact to ensure that the student is not with relatives or friends.
4. Follow Intruder Procedure if it is believed that the perpetrator might still be in the building.
5. Check attendance information for the student who is reported kidnapped.
6. Incident Commander will notify respective supervisors and arriving agencies with pertinent and vital information.

F. Fire Emergency

Whoever locates the fire should activate the fire alarm and immediately notify the Campus Main Office (Middle School Campus Room 427, High School campus room 701, the office of the Principal and any other building tenants.

1. The Incident Commander should immediately order the evacuation of the School, with each class exiting the Building by the Egress Routes and continuing to the Evacuation Location.

2. Call the Fire Department IMMEDIATELY.
3. Notify Principal and call 911
4. Incident Commander will notify respective supervisors and arriving agencies, with pertinent and vital information.
5. Identify location, number and extent of injured. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary.
6. No one is to re-enter the building without authorization from appropriate agency.
7. If the building can not be re-entered, evacuated students and staff with attendance information are to be directed to the evacuation location.
8. If the building cannot be re-entered, the transportation vendor must be notified, in addition to the parents/guardians, 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.
9. The school Custodian/Custodian Engineer should do the following:
 - a. In coal-fired buildings, open full all dampers to stack, cover fire with ashes, close ash pit and fire doors. Shut down air compressors, and bleed line to thermostats, maintain water level in boilers.
 - b. In oil-fired buildings, 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.
 - c. 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.
 - d. Close all fire doors. If you have fire retarding doors in your school, they should be closed manually. Do not wait for fusible links to melt. Drafts should be eliminated and the fire should be confined to one section.
 - e. When the fire is extinguished, recharge all used fire extinguishers immediately.

SECTION VI. EVACUATION

A. Floor Wardens

Those persons who are designated as Floor Wardens should be familiar with the School's Safety Plan, the location of exits and the location of any available fire alarm system.

In the event of an emergency, all Floor Wardens will be responsible for ensuring that all occupants are notified of the emergency, and that students and staff proceed immediately to conform to procedures that have been established for the given emergency. During the emergency, Floor Wardens should ensure that all persons in the school are evacuated to safe areas. Floor Wardens must conduct searches of the lavatories and classrooms to ensure that all students and personnel are out of the building. As soon as practical, Floor Wardens should notify the Principal and/or School Director of the status of their assigned area.

In many cases, split second response is required to properly assess an emergency situation and to begin the evacuation process. The Principal will establish a means for checking the daily availability of personnel who are designated as Floor Wardens and provide for a means for designation of substitutes.

Warden Assignments

School-level Wardens

The Principal has designated the following persons, minimum of two (2), to act as School-level Wardens for the entire school/site:

Middle School:

Beatriz Banuelos
School Director

Room 418

High School:

Glory Carrion-Gomes
Director of Curriculum
Room 804

The Floor Wardens are expected to disseminate information to the Principal and to aid in the orderly flow of traffic during rapid egress/emergency conditions.

B. Accounting for Students and Staff

At the time an evacuation is ordered by the Incident Commander, the head teacher in charge of any class or the head supervisor in charge of any group of students at lunch or recess shall be responsible for accounting for all of the students in that class or group and all staff attending to those students at that time. That teacher or supervisor shall report to the Professional Development Coordinator as to whether all of the students and staff within her/his responsibility have arrived safely to the evacuation location.

The Professional Development Coordinator shall bring attendance records to the Evacuation Location and shall be responsible for ascertaining that all students and staff have arrived safely to the evacuation location.

C. Emergency Egresses

A primary and alternate leave route must be created for every room occupied by students and staff. This includes rooms that may be used intermittently throughout the day.

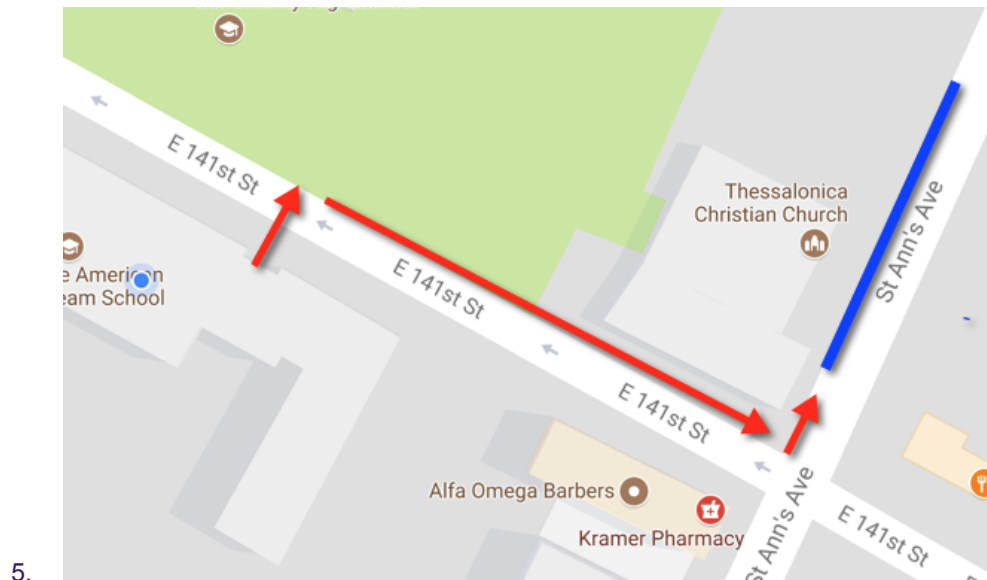
There are procedures that must be followed prior to the decision to evacuate the School. Emergencies and procedures are to be dealt with as prescribed in the Safety Plan. The Egress and Alternate Egress routes are the manner in which the general population is to leave the building once the decision has been made, by the appropriate authorities, to evacuate the School.

During a Fire Drill, Bomb Threat, or neighborhood disaster or any other emergency requiring evacuation the following Egress and Alternate Egress routes will be in effect:

Middle School Routes of Egress”

ROOMS 410, 406

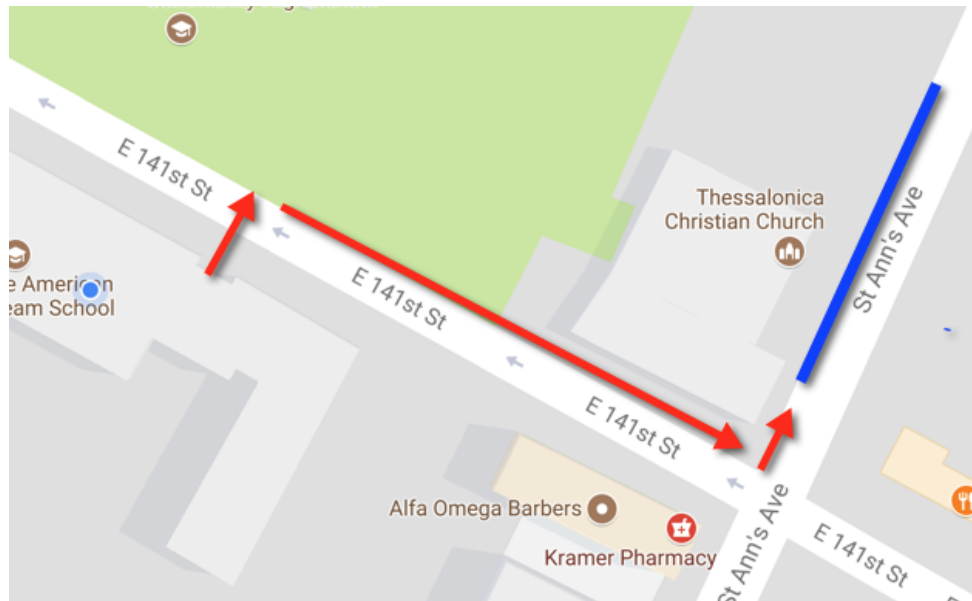
1. EXIT stairwell D (Across from Student Bathrooms, next staff lounge). Turn left on St. Ann, north end. Meet in front of the Thessalonica Christian church.
2. Cross 141st Street to get students AWAY FROM the building.
3. Walks towards St. Ann
4. Turn left on St. Ann, north end. Meet in front of the Thessalonica Christian church.



ROOMS 401, 403, 404, 405

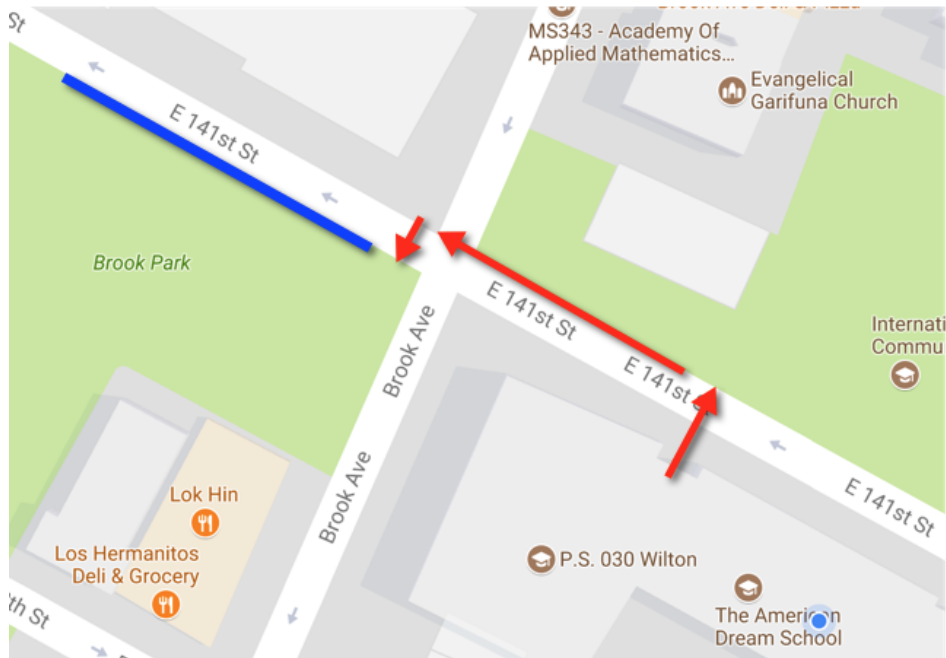
1. EXIT stairwell B (Between 406 and 404 on upper level of 4th Floor). IF STAIRWELL B IS CROWDED EXIT STAIRWELL D near the staff lounge.
2. Cross 141st Street to get students AWAY FROM the building.
3. Walks towards St. Ann
4. Turn left on St. Ann, north end. Meet in front of the Thessalonica Christian church.

5.



ROOMS 412, 420, 421, 423 and 425

1. EXIT stairwell E (Across from the Main office) down and out our regular arrival/dismissal exit.
2. Cross 141st Street to get students AWAY FROM the building.
3. Cross Brook Ave
4. Cross 141st Street again
5. Meet in front of Brook Park community garden



D. Evacuation Post Assignments

Each classroom teacher will leave with and continue to supervise his/her assigned class. The following persons will report to a designated post to ensure complete evacuation of the area and report updated information to the school level Wardens.

Floor/Area/Post

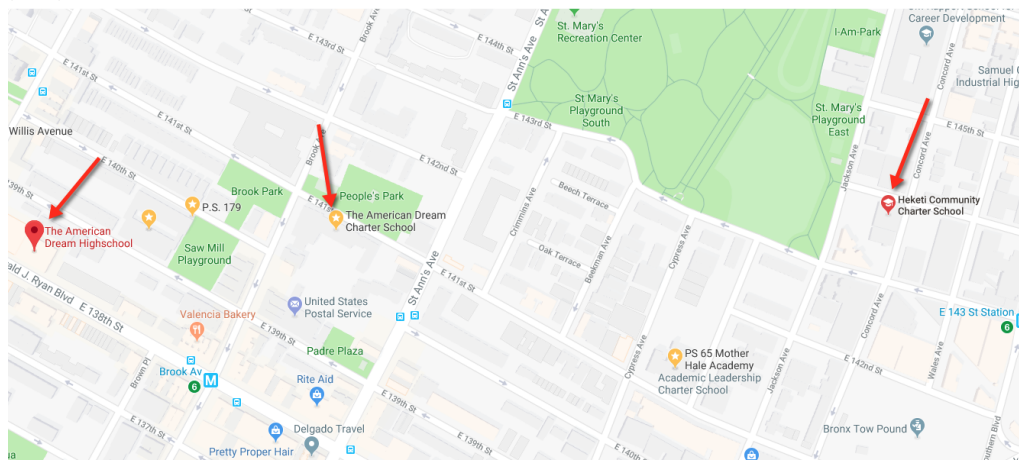
Primary Staff Member

Alternate Staff Member

E. Evacuation Locations

In the case of an emergency, students and staff from the school will be evacuated in keeping with the locations designated below. These locations, where possible, will provide shelter to students and staff. They must also provide access for school administrators to communicate with families, school staff, law enforcement, and staff emergency contacts. Since the Principal might be at the Command Center with the emergency responders, a designee must be responsible for all students and staff at the evacuation site. This designee should be a staff member identified within the chain of command.

Heketi Community Charter School
403 Concord Ave
Bronx, NY 10454
(718) 260-6002

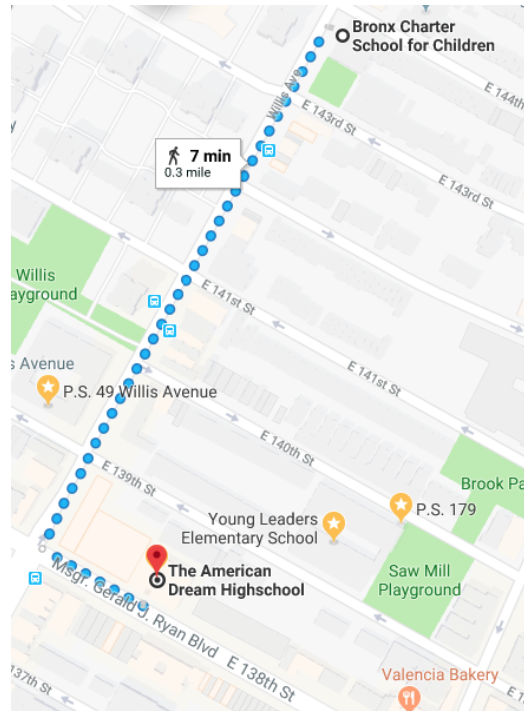
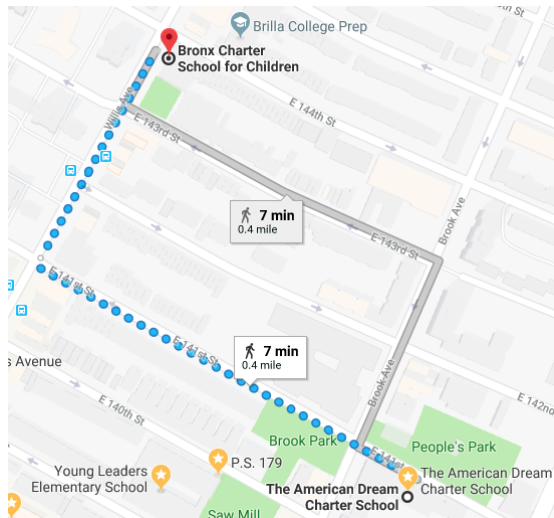


The primary and secondary evacuation sites should be in close proximity to the main school site. It is possible however, in an emergency that affects not only your site, but also a neighborhood, district or borough, the primary and secondary location may be rendered unusable. In such a situation a third location should be identified.

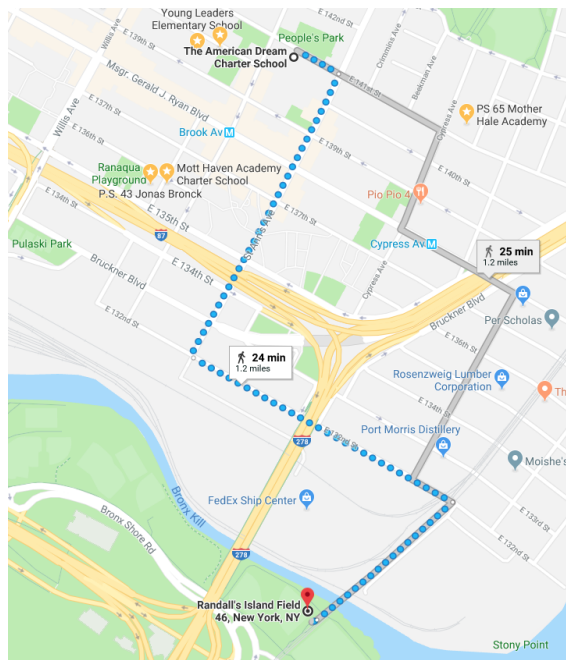
Secondary Site

Bronx Charter School for Children, Willis Avenue, Bronx, NY

(718) 402-3300



Out of Area Site: Randall's Island Field 46 and or 48, New York, NY



SECTION VII. SHELTERING-IN

There will be times when the appropriate response to a disaster may require that emergency responders direct that the school's students and staff remain within the School building. This process which is often referred to as "sheltering-in" may require the Incident Commander to identify a location(s) in the school where students and staff can congregate that is:

- In a hallway and away from windows and glass;
- In an area that is isolated and where ventilation can be turned off, if needed; or
- In an area that is lower than the first floor and away from the main entrance of the 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 will be given particular directions as to where staff and students should be moved to (e.g. basement areas; gymnasium; in hallways) as well as the steps that need to be taken to ensure that the environment that students and staff are asked to move to, remains free from the dangers outside of the School building.

While the school is only mandated by law to conduct fire drills on a yearly basis, the School Safety Committee should discuss and develop plans to prepare students and staff for events that might require use of the "sheltering-in" concept.

SECTION VIII. FIRE DRILLS

This plan addresses fire drill procedures and requirements and includes guidelines for school fire prevention safety. Plans for fire drills shall be prepared and information posted in conspicuous locations throughout the schools.

A. Purpose

The purpose of fire 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.

B. Frequency and Monitoring

1. Legal Requirements:
 - a. THE BUILDING-LEVEL PRINCIPAL SHALL HOLD BUILDING-LEVEL FIRE DRILLS NO LESS THAN TWELVE TIMES IN EACH SCHOOL YEAR, EIGHT OF WHICH SHALL BE HELD PRIOR TO DECEMBER FIRST. Note: In NY 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.
 - b. In buildings with fire escapes, at least four of the drills shall include the use of such escapes.

- c. In buildings in which summer school is conducted, at least two additional drills shall be conducted, one of which shall be held the first week of summer school.
2. A record and evaluation of each fire drill shall be maintained.
3. All fire drill reports completed by principals are to be entered into the school safety file.

C. Guidelines

1. All students and staff in the school must obey fire drill signals and regulations.
2. Equal emphasis should be placed on evacuating the school in a quick and orderly fashion. No running or horseplay shall be tolerated.
3. Fire 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.)
4. 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.
5. Instructions involving fire drills and evacuation paths to be used shall be posted in every classroom, auditorium, and cafeteria.
6. Details of the school's fire drill plan should include the current number of students in holding rooms. Holding rooms are designated areas where physically handicapped students and staff wait for the Fire Department. The Fire Department will provide means of egress, when necessary. The fire drill is not complete until all students are out of the building or in holding rooms. Holding rooms must be left unlocked during occupancy.
7. Teachers shall bring with them attendance information to ensure the safe evacuation of all students.

D. Fire Safety

1. All students and staff must be evacuated and the alarm sounded 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.
2. Teachers and all other school staff should receive an orientation session concerning fire safety. Orientation should be held cooperatively by the Principal and the Custodian/Custodian Engineer of the school at the beginning of each year. This meeting should be devoted to fire safety and an actual demonstration of fire fighting equipment should be included. Items to be covered at the meeting should include, but need not be limited to, the following:
 - a. Staff should familiarize themselves and be aware of 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.
 - b. Staff should be aware of the location and proper use of fire extinguishers and other fire fighting apparatus. The Principal must be certain that all school personnel know the location of the fire alarm signal boxes located in the school and know how to operate them.

- c. Staff should be informed of regulations regarding flammable materials, stage settings, decorations, use of electrical equipment, chemical substances in laboratories, and other potential fire hazards.
 - d. All school staff and students should be completely familiar with fire exit drills and evacuation plans.
3. Building inspections shall be conducted daily by the Custodian/Custodian Engineer, with particular attention given to the presence of fire hazards, proper equipment, access to fire doors, and visibility of signs.
4. All exit doors must be readily opened from the inside whenever the building is occupied. The chaining or padlocking of fire doors is a punishable violation of the Administrative and Fire Safety Codes.
5. Signs prohibiting use of elevators during fire drills and emergencies shall be posted near elevators and shall provide information regarding stairway exits.

SECTION IX. RECOVERY FROM EMERGENCY

The aftermath of a severe act of violence or other emergency can have a major effect on the well-being of students, school staff and the entire school community. Generally, the School-level Post-Incident Response Team will enlist the services of pre-identified in-building medical counselors and mental health experts. If in-building resources are inadequate or need to be supplemented, additional medical and mental health resources will be sought outside the building. The School-level Post-Incident Response Team has developed the following procedures for post-incident response:

Short Term Response

- Providing mental health counseling for students and staff.
- Assuring School building security.
- Restoring the School to full operations.
- Providing a post-incident response critique.

Long Term Response

- Providing mental health counseling (will monitor for post-traumatic stress behavior).
- Continue to assure School building security.
- Provide mitigation to help prevent recurrence and impact.

SECTION X. MEDICAL Safety INFORMATION

A. Health Protocols

Schools are often informed of health information regarding individual students in a variety of ways (parent/student verbal communications to teachers and other staff, review of health records, doctors' notes, etc). Sometimes these health conditions may affect a student's participation in school activities (e.g., a cardiac condition) or may affect other Students/staff (e.g., a significant infection).

The person at the School who is responsible for receiving all information about students is:

Staff
Contact

Because health information may require some interpretation and consultation with health professionals, it is best reviewed by a nurse, administrative staff, or other trained staff, in consultation with medical professionals. The person at the School who is responsible for reviewing this information about health conditions, and consulting with health persons as appropriate is:

Staff
Contact

The person responsible for implementing health recommendations (e.g. activity restrictions, public health investigations, informational letters to parents, etc) once information is obtained by the above person is:

Staff
Contact

B. Students with Special Needs

The following is a list of medically fragile students with significant health issues that will require assistance in the event of an emergency. Students listed below should be identified by the school nurse (or other senior health staff) in consultation with the Principal.

C. Health Resources

Health Services

The person responsible for school health services is: school nurse

Mental Health Services

The mental health staff (guidance, social worker, psychologist, psychiatrists) is:

Yennifer Muriel - HS campus

Vanessa Soriano - MS campus

Blood Borne Pathogens

The School's site administrator for issues of exposures to bloodborne pathogens, etc. is: school nurse

CPR & Heimlich

The person(s) who is trained in CPR/Heimlich at the School is:

Staff

Contact

Epi Pen

The person(s) who is trained to administer an epi-pen in case of anaphylaxis is school nurse

Automated External Defibrillator

The person (s) who is trained to use an Automated External Defibrillator (AED)?

McFadden	Sean	Sports
Adolphus	Jason	HS
Dejesus	Jesus	Sports
Degiorgio	Nicole	MS
Nolasco	Victor	MS
Chaudhury	Atef	MS
Sanchez	Felix	HS
Urena	Alba	HS
Valdez	Michelle	HS
Robinson	Giselle	HS
Ruiz	Fernando	HS

The universal notification code for AED emergencies is: Code Blue

The room number of the medical room is: Middle school is room 116. High school the nurse's office is located in the Montessori campus on the 2nd floor

Medical Supplies

The following are medical supplies kept in a room other than the medical room:

First aid kits, room #: main office of each campus

The following person(s), other than the nurse or other school health staff, has access to this medical equipment in case of an emergency:

The Emergency Medical Bag is kept in the following location:

room #: main office of each campus

The person responsible for maintaining the contents and accessibility of the Emergency Medical Bag is:

main office of each campus

As part of Universal/Standard Precautions, gloves are available in the following location(s):

room #: main office of each campus

The School's Automatic Emergency Defibrillator is kept at the following location(s): room #: 1st Floor and 3rd floor of middle school and 7th floor of high school campus.

APPENDICES

Appendix A. Emergency Resource Contact Info

Appendix B. School Information

Appendix C Other Building Organizations Information

Appendix D Building Information

Appendix E. School Staff – names, addresses and contact numbers

The American Dream School - INFORMATION

Principal Contact Info: Melissa Melkonian (Cell: 917-579-8689)

Hours of Operation: 7:00 AM to 3:30 PM

How many floors of the building does this building have?

Middle School - 4 Floors

High School - 2 Floors

Designated Security Adm.

Chain of Command

The "Chain of Command" is a listing of school personnel, in sequence, who are in charge of the school in the absence of the Principal/Site Administrator. Each of the designated staff members should be knowledgeable about the safety plan and be able to assume a leadership role when called upon. Personnel named should be "Assistant Principal" level staff. The Professional Development Coordinator, Lead Teachers and or Counselors may be identified as needed.

Do the students remain in school for lunch: yes

Does this school have a lunch schedule: yes

Where is Lunch: Building Cafeteria

Yard Duty Assignment: Admin, Dean and Physical Ed. staff supervise

Are school personnel assigned to monitor the school yard? yes

Hall Duty Assignment: Admin Staff

Are school personnel assigned to monitor hallways? yes

Building Information

How many floors does the building have that are used for instructional or administrative purposes?

4 floors at middle school

2 floors at high school

Accessibility

The Building does not have an elevator. Aside from the Cellar floor that is accessible at street level, all other floors require the use of stairs.

Elevator Information

Does this building have elevators? No

Escalator Information

Does this building have escalators? No

Stairwells

Stairwell # 4

Pool Information

Does this building have a functional pool? No

School Yard Information

Do the students use this building's school yard? Yes

CCTV/Video Surveillance System

Does this building have a CCTV/Video Surveillance System? YES

Transportable

Does this site have transportable or temporary structures? No

Cafeterias/Lunchrooms

Does this site have cafeterias? Yes. Located on the cellar floor.

Building Cafeteria Type Room