



HUM

UNITED CHARTER HIGH SCHOOL FOR THE HUMANITIES

99 Terrace View Avenue 3rd fl, Bronx, New York 10463

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Lillian Lopez, Principal

Gustavo Camilo, Director of School Operations

United Charter High School for the Humanities Safety Plan 2025-2026

School Contact Information

United Charter High School for the Humanities
99 Terrace View Avenue 3rd Fl,
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Principal: Lillian Lopez

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Total Number of Students Enrolled: 300

Total Number of School Personnel Employed: 45

Introduction

United Charter High School for the Humanities, 84X553 HUM takes every precaution to ensure the safety of its students and staff. HUM considers emergencies and violent incidents very serious occurrences and treats these events expeditiously. The HUM School Safety Plan is designed to address the needs of its students, the school, the campus and its urban location and is aligned to the safety procedures outlined in the John F. Kennedy Campus Safety Plan.

Our goals in creating and implementing our HUM School Safety Plan are:

- to create a safe atmosphere and complementary 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 the capacity to implement an effective response plan for all predictable safety concern situations, and
- 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.

Building Information

HUM is located at 99 Terrace View Avenue, Bronx NY (10463). HUM shares space with:

- Bronx Engineering and Technology Academy (10X213),
- Bronx Theatre High School (10X546),
- Bronx School of Law and Finance (10X284),
- English Language Learners and International Support and Preparatory Academy (10X397),
- Marble Hill School for International Studies (10X477), and
- United Charter High School for Advanced Math and Science (84X539).

HUM uses the building's classrooms on the 1st, 3rd, 5th and 6th floor, the cafeteria on the third floor, and the gymnasium on the first floor. HUM also shares the use of the auditorium and library on the 1st floor as well as outdoor athletic fields on the campus.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The HUM School Safety Plan was developed pursuant to Education Law §2801-a and 8 NYCRR §155.17. As charter schools are also school districts (LEAs) in and of themselves, the HUM District-wide Safety Plan and the Building-level Emergency Response Plan is one in the same document (all required elements for both plans are included in this single document).

Goals

The overall goal of the HUM School Safety Plan is to prevent accidents and ensure the safety of our staff and students. Therefore, our School Safety Plan will be an integral part of our daily work performance. To accomplish this, the following goals have been established:

- To have both leadership and employees involved in the development, implementation, and maintenance of our School Safety Plan
- To develop systems and programs that are specifically designed to track and monitor our safety and health results
- To implement an ongoing School Safety Plan for leadership and employees
- To communicate to leadership and employees their safety and health responsibilities as well as the School's safety and health responsibilities.

The Charter 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.

The importance of having both management and employees understand their safety and health responsibilities cannot be overstated. To ensure that you know and understand your role in our Safety Plan, the following responsibilities have been developed for each group of stakeholders at United Charter High School for the Humanities:

Board of Trustees

- Oversees the development, implementation, and maintenance of the School Safety Plan
- Provides the active leadership and adequate resources necessary to maintain an effective School Safety Plan
- Assigns safety and health responsibilities to management personnel
- Holds management personnel accountable for their safety and health responsibilities
- Sets a good example by following required safety and health rules and practices
- Ensures that a reliable system is in place for employees to report conditions or situations that they believe are potentially hazardous

School Leadership and Charter Management Organization

- Provides the leadership and positive direction necessary for maintaining the school safety plan
- Holds all subordinate supervisors accountable for their assigned safety and health responsibilities
- Oversees the development, implementation, and maintenance of the School Safety Plan
- Reviews accident reports
- Ensures that a reliable system is in place for employees to report conditions or situations that they believe are potentially hazardous
- Actively participates in and supports employee participation in the School Safety Plan, and follows up on recommendations made by supervisors or employees.
- Provides adequate resources for supervisors to implement proper responsibilities
- Provides and ensures that required personal protective equipment is properly used and maintained
- Ensures that all accidents are promptly reported, thoroughly investigated and properly documented
- Keeps abreast of accident and injury trends that occur
- Keeps abreast of Federal and State safety and health regulations applicable to the workplace
- Makes sure that all supervisors and employees receive safety and health training
- Helps develop and implement emergency procedures

Supervisors

- Sets a good example for employees by following required safe, work practices and by wearing personal protective equipment
- Provides and ensures that required personal protective equipment is properly used and maintained
- Ensures that all accidents are promptly reported, thoroughly investigated and properly documented

- Supervise and evaluate employees' safety and health performances
- Keep knowledgeable and up-to-date on safety and health requirements
- Be adequately trained to identify safety and health hazards
- Investigate accidents and near miss incidents to determine their root cause
- Actively discourages all potentially hazardous "short cuts" undertaken by employees
- Enforce safe work procedures and rules consistently and fairly
- Provide continuing on-the-job training in safe work procedures and enforce personal protective equipment use
- Makes sure each employee knows what to do in the event of an emergency
- Ensures that appropriate recordkeeping is maintained

Employees

- Be familiar with the School Safety Plan, and abide by all safety and health rules, work practices, and regulations
- Use all required safety devices and personal protective equipment
- Perform work tasks in a safe manner, and do not take unsafe "short cuts"
- Maintain their work area in a clean and neat condition
- Conduct daily inspections of their immediate work area to look for unsafe conditions
- Report any and all injuries to their supervisors
- Know what to do in the event of an emergency

Identification of HUM School Safety Team

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

- Lillian Lopez, Principal
- Gustavo Camilo, Director of School Operations
- Andre Lewis, AD Counseling
- Charles Nelson, Assistant Dean Manager

See [ATTACHMENT B](#) for full contact information of the HUM School Safety Team.

In addition to the HUM School Safety Team, each of the schools on the campus has a Chain of Command and an Emergency Response Team of their own, see [ATTACHMENT C](#).

Concept of Operations

The Director of School Operations (DSO), or designee, should adhere to the following protocol in the event of protective action:

- Take control once informed of emergency situation;
- Gather information and make appropriate decisions;
- Order evacuation if necessary;
- Contact appropriate law enforcement authorities as necessary;

- Turn control of emergency situations over to law enforcement as required;
- Test the emergency response procedures on an annual basis; and,
- Meet with local government officials to seek advice and assistance in the analysis of effectiveness and revision process of the HUM Safety Plan from year to year.

In the event an emergency occurs at HUM, the DSO will gather the HUM School Safety Team to formulate an appropriate plan of action following the procedures outlined in this document for confronting and rectifying specific emergency situations. The DSO is recognized as the person-in-charge.

The HUM School Safety Team will gather information, and coordinate the response effort and communicate with students, staff and community. Staff members who are not members of the Chain of Command and/or the School Safety Team will supervise students. As necessary, the HUM Board of Trustees and/or local emergency officials, and the NYSED Charter School Officer will also be notified.

The DSO may declare a school emergency and implement a plan of action to address an emergency situation. In the event of an HUM school specific incident, the HUM Principal's Office, Room 334, will become the Command Center and the Chain of Command shall report directly to the Command Center. The DSO shall remain in charge until local law enforcement of emergency response personnel are on the scene and take command of the situation.

If a crime has been committed, the HUM DSO is responsible for crime scene security until relieved by law enforcement officials. No items shall be moved, cleaned or altered without prior approval from the appropriate law enforcement agency. However, said security should in no way preclude the rescue and aid of injured persons.

Depending on the magnitude of the emergency, existing borough, city and state resources may be called upon for assistance using existing protocols.

All communication is to be coordinated with the DSO via the school's main number (718) 817-7686. Should that number not be in service, the DSO's cell phone number (646) 634-7422 will be used.

After relinquishing command, the DSO, or designee, may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

Plan Development, Review and Public Comment

The HUM Principal appoints a Building-level School Safety Team and charges it with the development of the HUM School Safety Plan following District-wide Safety Plan guidelines distributed by NYSED, and in consultation with existing schools with high quality School Safety Plans. The plan is developed through a series of meetings attended by representatives of our various constituencies: Administration, Faculty, Operations Staff, Teachers, Students, and Parents. The HUM School Safety Team ensures the implementation and proper execution of the Charter School Safety Plan.

The Final Plan must be formally adopted by the Board of Trustees. Pursuant to Commissioner's Regulation, Section 155.17(e)(3), Final School Safety Plans will be made available for public comment at

least 30 days prior to its adoption. The plan may be adopted by the Board of Trustees only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted and the Final Plan approved by the Board. The Board of Trustees must submit complete copies of the HUM School Safety Plan and any amendments to the NYSED within thirty (30) days of their adoption. A copy of the HUM School Safety Plan and any amendments thereto must also be filed with the appropriate local law enforcement agency and state police within thirty (30) days of its adoption.

The HUM School Safety Plan should be reviewed periodically with staff and students throughout the year and must be maintained and kept current by the HUM School Safety Team. The HUM School Safety Plan is an iterative, living document that will be reviewed, modified and formally updated to comply with current best practices in school safety annually. The required annual review must be completed on or before July 1 of each year after its adoption by the Board of Trustees.

A complete copy of the HUM School Safety Plan will be located in the HUM Main Office, Room 376 and Principal's Office, Room 334. It will also be posted on the school's website at:
<https://unitedcharter.org/hum/>.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

Prevention/Intervention Strategies

All students are encouraged to approach any staff whenever they are concerned about their safety, especially if it involves violence or an emergency situation.

HUM asks that all students and adults in our building be safe, kind and productive. HUM believes that adhering to this maxim establishes the necessary conditions to realize the mission of the school and ensures that there is a sense of respect and security throughout the school community. Nevertheless, HUM has established procedures that are followed when this sense of safety, kindness and productivity is breached.

The Principal works collaboratively with HUM parents at every level of engagement, from individual parent conferences to parent association meetings, in order to maintain a violence-free community. The HUM Code of Conduct prohibits student actions that are inconsistent with the overriding goal of maintaining a sense of respect and security throughout the school. Conduct in violation of the Code may be dealt with within the School setting, but it is also punishable by suspension from school or social or extracurricular activities or, under certain circumstances, by expulsion. The Code of Conduct has been approved by the School's Board of Trustees and is subject to ongoing review by the Discipline Review Board, the Student Judiciary Council, and the School Community.

HUM Incident Procedures

When an incident occurs on the premises staff notifies the Principal's Office, room 334, as well as the Discipline Team in room 360. A member of the Discipline Team escorts the involved parties to the Dean's suite. Each person involved in the incident completes an Incident Report to describe their experience of the incident. Additionally, any student who violated the HUM Code of Conduct during the incident completes an intervention plan. An administrator reviews the plan(s) and incident reports, and then interviews the student and any involved parties. If it is determined that a student has violated the Code of Conduct, family members and advisors are invited to meet with the administrator and student regarding the incident. The student participates in natural consequence, act of apology, and community service.

School Safety Personnel

HUM utilizes the School Safety services provided by the NYPD School Safety Division. Each School Safety Agent (SSA) assigned to the School Safety Division takes an oath to provide security and ensure the safety of students, as well as faculty and visitors in New York City Public Schools.

An Agent is posted at the main entrance of HUM, as well throughout the hallways of the HUM space. The Agents for the school can be reached at (718) 817-1400, 4th Floor Desk. In addition, the Principal, DSO and other staff members are a constant presence in HUM hallways and stairwells.

It is the duty of the School Safety Agent Level III and other School Safety Agents to work in conjunction with the administrations of all schools on the John F. Kennedy Campus. The agents are required to report any untoward incidents to the School Safety Division Operations Center (718) 730-8800.

In emergencies, the School Safety Agent Level III has the authority to alter assignments as the needs of the building change. In the absence of the School Safety Agent Level III, the second-in-command, i.e. the assigned School Safety Agent will assume this responsibility.

All Agents have the following duties and responsibilities:

- To remain at their assigned posts until relieved by authorized personnel or instructed by an SSA Level III and/or school administrator to respond to an immediate security situation;
- To report untoward incidents to the SSA Level III;
- To escort all intruders to the SSA Level III and/or appropriate school administrator
- To conduct themselves in a professional and courteous manner at all times;
- To call or radio appropriate reports in a timely manner;
- To prohibit students from remaining at their posts for extended conversations;
- To refer all students and/or intruders picked up for infractions will be referred to the proper school's administration; and
- To call for backup and/or assistance when necessary.

The campus has a CCTV/Video Surveillance System in place which has 96 cameras installed which are in good, working order. There are 5 video monitors installed throughout the campus which are also all in good, working order. The areas under surveillance are Building Exterior/Grounds, the Cafeteria, Building Entrances/Exits and hallways. NYPD (SSA) staff is responsible for overseeing the daily operation of the surveillance system.

Visitor Control Procedures

The front entrance of the school is located at 99 Terrace View Avenue, Bronx NY 10463. Upon entering the school building, all visitors must proceed directly to the School Safety Agent's desk. The visitor must present valid identification and sign the Visitor Log. The security agent will then call HUM's staff for an escort to the Main Office (Room 376). All school visitors are required to wear a school name tag/pass while in the school.

If a visitor fails to provide proper identification or refuses to sign in, the security agent may deny entry. In the event that a visitor is observed on the wrong floor or without a Visitor Pass, the visitor must be addressed and may be escorted out of the building.

Training, Drills and Exercises

HUM believes that it is critical for staff and faculty to be able to detect potentially violent behaviors early; consequently, teachers and staff receive professional development training to aid in the identification of any behavior or emotional issues students may face. Regularly scheduled meetings with teachers provide ample room for staff discussion of any issues as they arise.

The Principal and DSO work collaboratively with HUM parents to maintain a violence-free community.

Early Detection of Potentially Violent Behaviors

Internal and external presentations are made by school administrators, as well as by a contracted vendor on establishing positive discipline, to the entire United Charter High School for the Humanities staff and students that address issues of violence in our community, trends that lead to violent behavior and our mutual responsibility to preserve a safe school community. Training for staff on early detection will continue as part of a threat assessment strategy so that employees understand what actions to take.

Training Drills and Exercises

The School conducts the mandated safety drills (fire, intruder alert and tabletop exercises) within the first two months of school, concluding drills by October 31st. HUM schedules the dates and times of drills with co-located schools; these drills are conducted in coordination with local and county emergency response and preparedness officials. Each drill is followed by a meeting of the HUM School Safety Team to assess necessary improvements and/or alterations.

Hazard Identification

In conjunction with the inception of the HUM School Safety Plan, the HUM DSO, with the assistance of the Custodial Engineer, School Safety Agents and local emergency officials, identifies sites of potential emergency situations annually. This group works to identify both internal and external hazards that may warrant protective actions, such as maintenance, warnings, removal, evacuation planning, etc.

School Safety Team identified the following potential emergency sites and situations:

Potential Emergency Site	Related Potential Emergency Situation
Supply closets (Internal)	Hazardous material
Garbage/Dumpsters (Internal)	Hazardous material
Science Labs (Internal)	Hazardous material/fire
Metro-North Railroad (External)	Hazardous material/fire

CPR and Automated External Defibrillator (AED)

2 HUM school staff members have been trained in CPR and the use of the Automated External Defibrillator (AED). They are:

1. Jalen Mention
2. Tykeem Willians

AED devices are located at various locations throughout the building.

Bloodborne Pathogen Exposure Control Plan

UCHS HUM developed a [Bloodborne Pathogen Exposure Control Plan](#) to protect employees who may be potentially exposed to the presence of blood and/or body fluids in conjunction with established emergency response procedures and job functions for the company, and to comply with 49 CFR 1910.1030 OSHA "Occupational Exposures to Bloodborne Pathogens" standard.

Bloodborne Pathogen Kits and PPE requirements listed in the plan are found in the School Clinic.

Fingerprint Clearance and Background Checks

Every HUM staff member is fingerprinted and has received a clearance from TEACH following their hiring. In addition, every staff member must authorize and participate in a formal background check.

Review of School Safety Plan

HUM reviews the details of the HUM School Safety Plans with all faculty and staff prior to school opening each year, ensuring all members of the community are clear on their roles and responsibilities as well as the logistics of the plan.

Plans are produced to ensure safe egress from the building Evacuation aligned with JFK Campus-wide procedures outlined in the John F. Kennedy School Safety Plan, [ATTACHMENT A](#), SECTION 7, P. 48. Specific plans for the following (multi-hazard) situations will be developed as well:

- Fires (aligned with JFK Campus-wide School Safety Plan, [ATTACHMENT A](#), SECTION 10, P. 94)
- Intruders in Building (aligned with JFK Campus-wide School Safety Plan, [ATTACHMENT A](#), SECTION 10, P. 84)
- Bomb scares (aligned with JFK Campus-wide School Safety Plan, [ATTACHMENT A](#), SECTION 10, P. 87)
- Hazmat situations (hazardous materials) (aligned with JFK Campus-wide School Safety Plan, [ATTACHMENT A](#), SECTION 10, P. 92)
- Building Collapse/Explosion (aligned with JFK Campus-wide School Safety Plan, [ATTACHMENT A](#), SECTION 10, P. 91)
- Shootings (aligned with JFK Campus-wide School Safety Plan, [ATTACHMENT A](#), SECTION 10, P. 85)
- Hostage Situations (aligned with JFK Campus-wide School Safety Plan, [ATTACHMENT A](#), SECTION 10, P. 85)

Annually, the school meets with law enforcement officials to review and maintain the HUM Safety Plan. During the annual meeting with local law enforcement officials, the DSO will distribute floor plans and evacuation maps. The maps reflect any changes to the interior and exterior of the school building (*e.g.*, change of room numbers, new fire doors, etc.) and surface changes to the surrounding properties and roadways.

HUM reviews the AED Site Response Plan with all employees as part of the annual review of the HUM School Safety plan. A complete copy is stored in the Principal's Office, Room 334. In addition, United Charter High School for the Humanities conducts regular, unannounced drills to practice AED training.

Vital Education Agency Information

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

SECTION III: RESPONSE

Notification and Activation (External and Internal Communication)

In the event of an emergency, either the Principal or the DSO will notify local law enforcement officials via 911, including, but not limited to:

NEW YORK CITY FIRE DEPARTMENT (FDNY) ENGINE COMPANY 52
4550 Henry Hudson Parkway
Bronx, NY 10471
Telephone: (718) 999-2000

NYPD PRECINCT 46 PBBX
2120 Ryer Avenue
Bronx, NY 10457
Telephone (718) 220-5202

Any adult in the school building could and should call 911 in the event that a person needs immediate medical attention or his/her condition appears life threatening.

A list of local law enforcement officials and contact information will be maintained in the School Emergency/Safety Binder in the Principal's Office, Room 334. The DSO will also have a soft copy of this document on file, and a hard copy in their office.

In the event of disaster or violent act, the Principal or DSO will ensure that all staff is notified personally if immediate communication is required (by walking from classroom to classroom or using the loudspeaker system, if appropriate), or by conducting an emergency staff meeting at the earliest convenient time if the situation does not require immediate communication. The DSO will also notify the Board of Trustees by phone as soon as all critical details have been handled at the site.

HUM will notify parents of a violent incident or early dismissal through use of the School Messenger system, e-mail and/or letter home. Parent contact information including a school-wide email group and the School Messenger System will be regularly updated with current family/parent/guardian contact information.

Note – HUM Families are instructed in the Family/Student Handbook as to where to find update information and contact numbers for the school in the event of any emergency situation.

SITUATIONAL RESPONSES

Emergency Situation

SITUATIONAL RESPONSES: Early Dismissal

During an emergency, students may be dismissed from school early to ensure safe departure from the school building and travel to their homes. The DSO will coordinate the departure of all students, faculty and staff and ensure that all parents are notified. An early dismissal will only be utilized as a response to an emergency if it is confirmed that all students can return home safely.

Severe Weather and Other Emergency SITUATIONAL RESPONSES: School Closing

School is closed or delayed in opening only when severe weather or other emergency prevents the safe opening of the school building. Because HUM is co-located in a Department of Education building, it will follow the DOE's school closing policy.

Depending on the severity of the emergency situation, HUM may be closed for a designated period of time to ensure the learning environment is safe. Parents and students will be notified of school closings via local media outlets. Specific stations are identified in the HUM Student and Family Handbook.

Note: All field trips are canceled if there is a delayed school opening.

Fire, Toxic Threats, Explosions, Violence, Natural Disaster, Law Enforcement Mandate

SITUATIONAL RESPONSES: Evacuation Procedures and Evacuation Routes

In the event of fire, toxic threats, explosions, acts of violence, natural disasters or law enforcement mandate, an evacuation of the school building may be the proper response. Posters designating emergency routes for stairwells and exits are posted near the doorway of every classroom and bathroom.

The DSO will notify local emergency response teams and law enforcement officials of the emergency. During the evacuation, the HUM DSO will communicate, via cellular telephone and/or two-way radio, with school safety agents.

Teachers must carry their class rosters in the event of an evacuation. In addition, teachers must count their students twice, first before leaving the building and then upon reaching the designated safe area. Teachers must notify the DSO immediately if a student is missing.

In the event that students and staff must evacuate, the school will relocate to an alternative site outlined in the campus safety plan.

No one is permitted to re-enter the school building until the DSO announces that it is safe to reenter.

SITUATIONAL RESPONSES: Internal Shelter (On School Premises)

Under some circumstances, emergency responders conclude that it is safer to have students remain in the school building to have students sheltered in school beyond the normal school hours than to travel home. This process is called "sheltering-in."

The determination that staff and students should remain inside during a disaster is made by local law enforcement / public safety officials. Once that decision has been made, the DSO provides clear instructions as to where students should go within the school building. Teachers are responsible for their assigned classes and are accountable for all students under their supervision for the time period that the emergency responders determined to be safe.

No staff or faculty member is permitted to leave the site until the emergency is resolved.

SITUATIONAL RESPONSES: External Shelter (Off School Premises)

During an emergency situation in which it is safer to have students leave school grounds, students are sheltered at an external site. The DSO provides clear instructions as to where students should go upon exiting school property. Teachers are responsible for their assigned classes and are accountable for all students under their supervision.

Evacuation locations provide shelter to students and staff and allow for easy communication with Safety Administrators and other external supports. In the event that the DSO is not available, the Assistant Principal is responsible for all students and staff at the evacuation site.

Refer to [ATTACHMENT A](#), SECTION 7, PP. 49-51 – JOHN F. KENNEDY HS Safety Plan – for specific locations.

The primary and secondary evacuation sites are 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 will be used.

RESPONSE TO ACTS OF VIOLENCE: IMPLIED OR DIRECT THREATS

The Principal and/or the DSO should be notified immediately of all implied or direct threats. They will investigate, and assess the credibility and level of threat. If the threat is deemed credible, the DSO contacts local law enforcement officials and monitors the situation closely until the threat passes or local law enforcement officials take control.

The School will follow the additional steps outlined below:

- Any Injured party is taken care of
- The immediate area of the act will be isolated and/or evacuated
 - any students in the hallway should immediately be taken to nearest classroom by school personnel;
 - all teachers should immediately lock their classroom doors and not issue any passes;
- Contact parents and the community
 - The Principal, in consultation with the senior Admin Team, will decide if and when parents need to be informed, and will do the informing.
 - The Principal, in consultation with the Board, will determine if and when the media needs to be informed, and will do the informing.
- If necessary
 - Lockdown procedures will be activated
 - Early dismissal procedures will be initiated
 - Shelter or evacuation procedures will be initiated
- The School Safety Team will convene within 48 hours of an event to conduct a Situation Debrief/Post Mortem. The Debrief process will include soliciting input from other school constituencies as follows: Principal asks for feedback from faculty and students (as appropriate the staff designee asks for feedback from other school constituencies (staff, security staff, etc.)). The results of this Debrief will inform future plan updates.

RESPONSE TO ACTS OF VIOLENCE: SUSPECTED CHILD ABUSE

According to New York State Law, school officials and licensed or certified staff are mandated reporters of suspected child abuse or maltreatment. Reporting is required if the victim is under the age of 18, and the subject of the report is a parent or other person (18 or older) who is legally responsible for the child's care. A mandated reporter, together with a designated member of the School Leadership Team (if such person is available) will report such suspicion to the New York Statewide Central Register of Child Abuse and Maltreatment (SCR). The hotline number for making this report is 1-800-342-3720. Within 48 hours of the oral report, the School will file a written report on Form LDSS-2221A which can be obtained at www.ocfs.state.ny.us.

School staff members will also report any allegation of child abuse in the School setting to the Principal of HUM, or, if the Principal is not available, another member of the School Leadership Team. A written report of the allegation will be provided on a form to be provided by the Principal. Following investigation, the Principal, or designee, will notify the Office of Special Investigations (OSI) of the New York City Department of Education (718) 935-3800 and the Office of the Special Commissioner of Investigation (SCI) for the New York City School System (212) 510-1400.

Allegations of corporal punishment, including verbal abuse of a student, by a staff member will be reported to the Principal and, following investigation, to OSI (718) 935-3800.

Response Protocols

For all situations:

- Parents - The Principal, in consultation with the DSO, will determine if and when parents need to be informed, and will do the informing. This will be done in consultation with the senior Admin Team.
- Media –The Principal, in consultation with the DSO, will determine if and when the media needs to be informed, and will do the informing. This will be done in consultation with the Board.
- The School Safety Team will convene within 48 hours of an event to conduct a Situation Debrief/Post Mortem. The Debrief process will include soliciting input from other school constituencies as follows: Principal asks for feedback from faculty and students (as appropriate), DSO asks for feedback from other school constituencies (staff, security staff, etc.). The results of this Debrief will inform future plan updates.

Arrangements for Obtaining Emergency Assistance from Local Government

As necessary, the DSO in consultation with the Principal will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/ Safety Plan Binder. A soft and hard copy of this contact information will be maintained by the Principal and DSO in their offices. A record will be maintained of all local government emergency assistance requests and responses.

Emergency Notification of Persons in Parental Relation to Students

The DSO will notify local emergency response teams and law enforcement officials of the emergency. During the evacuation, DSO will communicate, via cellular telephone and/or two-way radio, with the Assistant Principal and the School Safety Agents.

In addition, the DSO will provide notice of early dismissals and/or emergency evacuations with local media outlets. United Charter High School for the Humanities staff in the event of an actual emergency will contact parents and guardians via telephone. The DSO will notify a student's parents in the event of a medical emergency or serious injury.

Procedures for Obtaining Advice and Assistance from Local Government Officials

As necessary, the DSO in consultation with the Principal will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. The DSO and/or Principal will obtain information about State-declared emergencies by contacting these local government officials and agencies, as well as through media via the Emergency Alert System (EAS), a digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission (FCC). The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters. Contact names and numbers for all relevant local government officials and agencies, and the Red Cross will be maintained in the School Emergency/Safety Plan Binder. A soft and hard copy of this contact information will be maintained by the Principal and DSO in their offices. A record will be maintained of all local government officials and agencies requests and responses.

District Resources Available in an Emergency

On a daily basis, there are more than 250 adult staff members on campus, including twelve (12) NYPD School Safety Agents, the Campus Level School Safety Team and the Campus Level Emergency Response Team, at the disposal of United Charter High School for the Humanities in the event of an emergency. There is walking-distance access to the New York City subway, 4 local public bus lines, the Metro-North Railroad, as well as 7 school buses parked on campus in the event we need to transport students away from campus. Additional resources are available from the following neighboring emergency service agencies: the New York-Presbyterian Allen Hospital, the North Bronx Engine 79 Firehouse, and the 50th Precinct of the New York City Police Department.

Each classroom has a telephone with a dedicated outside line, as well as internal extensions. The school possesses loudspeakers throughout the building for communication when telephones are not operational. All members of the HUM School Safety Team, all School Safety Agents, the Campus Level School Safety Team and the Campus Level Emergency Response Team possess two-way radios for communication during an emergency. The school's main office possesses a fax machine. The school possesses several televisions in select classrooms. Multiple computers are located throughout the building with wireless internet access.

Each floor utilized by United Charter High School for the Humanities in the campus building possesses at least one Automated External Defibrillator (AED). There are ten (10) additional AEDs for "portable use." The school's main office has emergency first aid supplies (including a first aid "jump bag" for field trips). Each bus on campus possesses an emergency first aid kit. United Charter High School for the Humanities is co-located in a building that possesses an in-house School-Based Health Center with a full medical clinic staffed by medical and mental health personnel from New York-Presbyterian Hospital.

United Charter High School for the Humanities will initially utilize its internal manpower and resources should an emergency situation arise. United Charter High School for the Humanities will seek the assistance of the Kennedy Campus Level School Safety Team and the Campus Level Emergency Response Team when appropriate.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The coordination of district resources will be through the School Safety Team with the Principal or DSO as Incident Commander. In an emergency that requires the activation of the School Safety Team, upon authorization from the Incident Commander, the Team will provide information and instructions to other school leaders and local authorities as appropriate. If an emergency requires the involvement of police or fire personnel, the School Safety Team will turn authority over to local emergency crews to ensure optimal response. If the School Safety Team is not activated, the coordination of resources will be managed through the DSO in consultation with the Principal. Where needed, the DSO will coordinate the use of support staff, including Information Technology staff in cases where computers and related technology are necessary to provide support, and the allocation of custodial and maintenance staff, as well as heavy equipment and non – transportation needs.

Protective Action Options for Situational Responses

Situation	Plan
School Cancellation	• Monitor situation that may warrant school cancellation (DSO, Principal) • Make cancellation determination • Inform Families/Students • Inform Staff • Inform Board • As necessary, inform other parties (e.g. shared school)
Early Dismissal	• Monitor situation that may warrant early dismissal (DSO, Principal) • Make early dismissal determination • Agree time to send early dismissal signal (intercom) • Contact Transportation providers and make required arrangements • Inform Families/Students • Inform Staff • Retain appropriate school personnel on site until all students have been returned home/picked up
Evacuation (before, during and after school hours)	• Determine level of threat • Clear all evacuation routes and sites • Evacuate staff and students to pre-arranged evacuation site • Account for all students and staff populations. Report any missing persons to DSO
Movement to Sheltering Sites	• Determine level of threat • Confirm sheltering location, depending on nature of incident • Evacuate staff and students to pre-arranged sheltering site • Account for all students and staff populations. Report any missing persons to the DSO

All of the above will be done in cooperation with local emergency responders.

SECTION IV: RECOVERY

District Support

United Charter High School for the Humanities, United Charter High School for Advanced Math and Science, Bronx Theatre High School, Bronx School of Law and Finance, Marble Hill School for International Studies, Bronx Engineering and Technology Academy, English Language Learners and International Support and Preparatory Academy, and John F. Kennedy High School will support its staff members and students in dealing with an emergency by providing adequate instruction regarding the identification and prevention of violence, in addition to training in appropriate response protocol.

The United Charter High School for the Humanities School Safety Team will continue to work collaboratively with the Campus Level School Safety Team and the Campus Level Emergency Response Team during the recovery period after threats or actual violent incidents occur on our campus, providing support and resources as needed.

The United Charter High School for the Humanities Principal/DSO and the School Safety Team will review the emergency response procedures for needed modifications and alterations based upon feedback from debriefing sessions.

Disaster Mental Health Services

Disaster Mental Health Resources will be coordinated directly by United Charter High School for the Humanities (acting as District) in support of Post-Incident Response Teams.

After the recovery stage of any incident, the United Charter High School for the Humanities Safety Team will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.

ATTACHMENT A

JOHN F. KENNEDY HS - X

Safety Plan

Academic Year: 2025-2026

Certified by NYPD
September, 2025

ATTACHMENT B

School Safety Team

PRINCIPAL:

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ATTACHMENT C

Chain of Command for John F. Kennedy Campus Schools

The Chain of Command is a listing of school personnel who, in sequence, are in charge of the school in the absence of the Principal/Site Administrator. Each designated staff member should be knowledgeable about the Safety Plan and be able to assume a leadership role when necessary. Chain of Command should include Building Response Team (BRT) Leader, Assistant Principals, Deans, Teachers, and/or other staff members, as appropriate.

Bronx Theatre High School Chain of Command

Refer to pages 35-36 of Appendix D, JOHN F. KENNEDY HS – X Safety Plan

Bronx School of Law and Finance Chain of Command

Refer to pages 21-22 of Appendix D, JOHN F. KENNEDY HS – X Safety Plan

Marble Hill School for International Studies Chain of Command

Refer to page 30 of Appendix D, JOHN F. KENNEDY HS – X Safety Plan

United Charter High School for Advanced Math and Science

Refer to pages 39 of Appendix D, JOHN F. KENNEDY HS – X Safety Plan

United Charter High School for the Humanities

Refer to pages 43 of Appendix D, JOHN F. KENNEDY HS – X Safety Plan

Bronx Engineering and Technology Academy Chain of Command

Refer to pages 18-19 of Appendix D, JOHN F. KENNEDY HS – X Safety Plan

English Language Learners and International Support and Preparatory Academy Chain of Command

Refer to page 24 of Appendix D, JOHN F. KENNEDY HS – X Safety Plan

John F. Kennedy High School Chain of Command:

Refer to pages 26-27 of Appendix D, JOHN F. KENNEDY HS – X Safety Plan