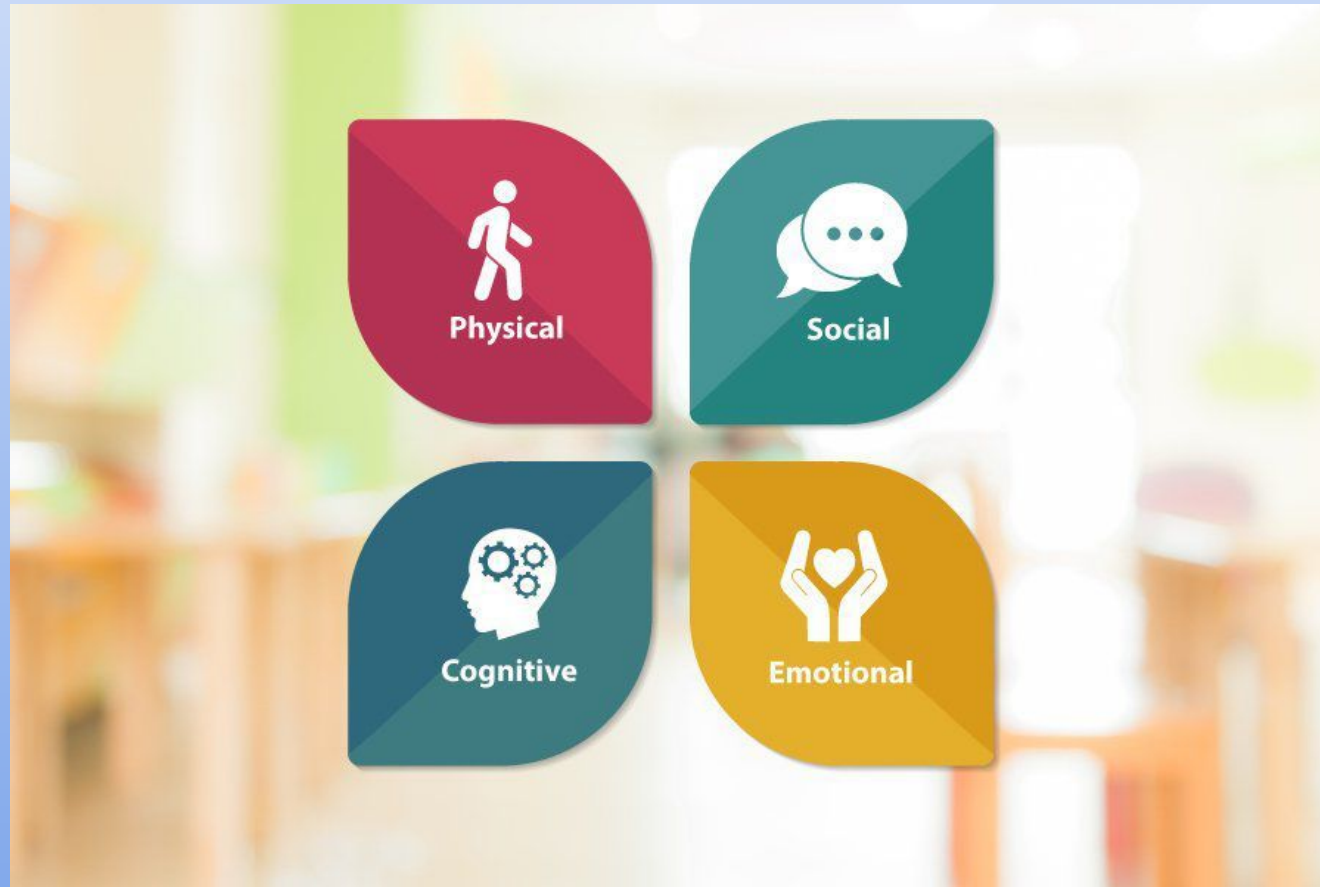


Safety Workshop



December 5, 2022

Overall Well-Being



Safety Protocols

Lockdown

imminent danger/threat inside the building

- Staff
 - Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
 - Take attendance and account for missing students by contacting the main office.

- Student
 - Move out of sight and keep silent (follow directions from teacher/staff)



Safety Protocols

Evacuation

fire alarm system alerts to start leaving the building

- Staff
 - Grab evacuation folder (with attendance sheet and Assembly cards).
 - Lead students to evacuation location as identified on Fire Drill Posters.
 - Always listen for additional directions
 - Take attendance and account for students.
 - Report injuries, problems, or missing students to school staff and first responders using Assembly Card method.

- Student
 - Leave belongings behind
 - Form a single file line



Safety Protocols

Shelter-In

potential or imminent threat outside of the building

- Staff
 - Be more aware of their surroundings
 - Remain inside the building
 - Conduct business as usual

- Students
 - Remain inside the building
 - Conduct business as usual
 - Respond to specific staff directions



Safety Protocols

Hold

Initiated when there is a condition inside the school building, and the immediate need to address the condition requires staff, students, and visitors to remain in place and conduct business as usual.

- Staff & Students
 - response calls for no movement throughout the building until the “all clear” is given. While in HOLD response, instructional and office tasks may continue as normal but no one may leave the room they are in until the HOLD has ended.
 - Staff should report any student that leave the classroom to x1030 or x1000.



Best Practices

- Headphones are not permitted inside the school. This is important so that students will hear emergency announcements over the PA
- Upon entering the building, remove hats and hoods so you are easily identifiable to staff.
- Students and staff are reminded not leave personal items unattended
- If a student chooses to leave school for lunch, they should have a plan in the event a Shelter-In or Lockdown is called within the building. That plan should be shared with their family members.
 - Places to go:
 - Whole Foods (East side of West Street between Murray and Warren Streets)
 - Public Library (West side of North End Avenue between Warren and Vesey Streets)
 - McDonalds (North corner of Chambers and Greenwich Streets)
 - Poets House (South corner of Riverside Terrace and Murray Streets)
 - Brookfield Place (Between West Street and North End Avenue, Vesey and Liberty Streets)

Travel/Commuting Tips

- Avoid taking out your phone or wallet while on streets and/or mass transit.
- Be aware of your surroundings (avoid using headphones/Phone).
- Whenever possible, travel in groups.
- *If you see something, say something*
 - Notify MTA Worker, NYPD or return to school
- Be alert to your surroundings; stay in populated areas

Communication

Our most important priority every single day is the safety and security of our students and staff.

In any emergency situation:

- We act quickly by collecting as much information as we had available and notifying key partners including Safety Agents, NYPD, Manhattan Superintendent's office, and designated staff members to make the necessary decisions to respond.
- Once preliminary response is determined, we communicate internally with students and staff followed by outreach to our entire school community.
- We continue to communicate as the situation unfolds with updates both internally and externally.
- We send out communication immediately (*if applicable to the situation*) after we have accurate information to send so that families are informed. It's of the utmost importance that we take the time necessary to address the immediate situation before we can then move to notifying families with updates.

TALK ABOUT

ANXIETIES

GRIEF

GOOD DAYS

BAD DAYS

WINS

LOSSES

FEELINGS

BOUNDARIES

Counseling Advice

- Maintain an open dialogue with your child - “Check Ins”
 - Check in with yourself first and address your own stress and anxiety. Your teen may not have a clear understanding of the level of danger and may be negatively influenced by your reaction and emotions.
 - Ask your child how they are feeling. If they report anxiety or other distress related to a safety protocol or drill, **listen** and try to understand where they are coming from. Try to validate that it is normal to be anxious or worried.
 - Provide information to help put their fears in an accurate context. Talk to them about safety protocols that are in place and the adults and law enforcement that monitor threats to keep students safe.
 - Leave the door open for future conversations and follow up.

Counseling Support

- **Seek the support of guidance staff if anxiety persists. Signs to watch for include:**
 - changes in mood (increases in anxiety, irritability, or sadness)
 - withdrawing from relationships
 - being unusually clingy, refusing to attend school, and/or difficulty concentrating
 - intrusive and reoccurring worries, nightmares, etc.
 - somatic complaints (headaches, stomachaches, fatigue, restlessness, etc.)

If the above changes persist for more than a few days, seeking the support of a therapist is encouraged. If you feel a referral for therapy is needed, please reach out to Arleen Novarese, School Social Worker (x2366) to explore therapeutic options.

Counseling Support

- **Students feeling affected by recent events/incidents may see their counselor in room 236**
- **Additionally, students may contact:**
 - Casey J. Pedrick, Assistant Principal x2222
 - Arleen Novarese, Social Worker x2366