

2022-2023 District Safety Plan

Great Oaks Charter School NY

38 Delancey St 3rd Fl

New York, NY 10002

District-Wide Level School Safety Plan

General Information

Address Information	
Street Address:	38 Delancey Street
City/State/Zip:	New York, NY10002

Building Council	
School:	Great Oaks Charter School New York
Person:	Tiffany Cunningham
Primary Contact Information	Main Phone: 212-233-5152 Fax: 212-267-4357

Introduction

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the 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.

Charter schools are considered districts in and of themselves. Therefore, even as just one school with just one building, we are required to have both District and Building Level Project SAVE School Safety Plans. This document is [38 Delancey St combined District-wide Project SAVE School Safety Plans \(the "Plan"\)](#).

The Great Oaks Charter School New York (GONYC) supports the SAVE Legislation and engaged in a robust planning process to create a School Safety Plan for the 2022-2023 school year. Our plan development process includes meetings with the local police, security, school faculty and staff, and students to request participation in creating the plan, and feedback in reviewing the final plan. All constituencies will have full access to input.

The GONYC Safety Team developed the Safety Plan detailed below.

Our goals in creating and implementing our School SAVE 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

Note: This plan is made available to the public through the school website (<https://greatoaksnyc.org/>).

Building Information

Address Information

Street Address: 38 Delancey Street

City/State/Zip: New York, NY 10002

Critical Security Notifications and Offices

Department	Phone Number
Office of Safety & Youth Development	(212) 639-9675
Emergency Information Center (EIC)	(718) 391-8566
Office of Pupil Transportation	(718) 784-3313
New York Police Department - 5th Precinct Contact (Community Affairs)	(212) 334-0711
Office of Special Commissioner of Investigations for the New York City School District	(212) 510-1400
New York State Central Register (Reporting of Suspected Child Abuse)	(800) 342-3720
Government and Information Services Hotline	311
School Safety Plan Technical Assistance	Tiffany Cunningham

Building Response Team

The Building Response Team (BRT) should consist of a BRT Leader and at least five additional staff volunteers who form the building's core emergency response group. This school's Building Response Team includes:

Name	Role	Telephone
Tiffany Cunningham	BRT Leader	212-233-5152
Diane Marrone	Emergency Officer	212-233-5152
Timberly Wilson	Emergency Officer	212-233-5152
Troy Wilson	Emergency Officer	212-233-5152
Kara Singleton	Emergency Officer	212-233-5152
Antonio Jackson	Emergency Officer	212-233-5152
Sharise Wigfall	Emergency Officer	212-233-5152
Kate Boyle	Emergency Officer	212-233-5152

School Information

Building Name	Great Oaks Charter School
Middle School Dismissal Entrance & Exit	Forsyth Doors
Staff Assigned	A.Jackson, T. Wilson II, K. Sworski
High School Dismissal Entrance & Exit	Delancey Doors
Staff Assigned	K. Singleton, S. Wigfall
Supervised By	T. Cunningham, T. Wilson, II, K. Singleton

Designation of District Chief Emergency Officer:

The designated District Chief Emergency Officer for Great Oaks Charter school is the Director of Operations. The Director of Operations will establish communication between the school and local law enforcement or other first responders, ensure staff understanding of the district-level safety plan, and ensure that the building-level safety plan is updated daily.

Policies and Procedures for:

<p>Responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves (including suicide) CR155.17(c)(1)(i)</p>	<p>In the event of implied or direct threats of violence by students, teachers, other school personnel and visitors to the school the following strategies will be used:</p> <ul style="list-style-type: none"> ● Call in staff trained in de-escalation or other strategies to diffuse a situation. ● Inform the Building Principals of implied or direct threat to determine the level of threat <ul style="list-style-type: none"> ○ The schools BRT team may be assembled to assist in determining level of threat ● Contact the appropriate law enforcement agency if deemed necessary. <p>Note: The Building-Level Emergency Response plan will outline next steps and procedures in greater detail.</p>
<p>Responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence CR155.17(c)(1)(ii)</p>	<p>The following responses may be used in the event there are acts of violence by students, teachers, other school personnel and visitors:</p> <ul style="list-style-type: none"> ● Building Principals will determine the level of threat with the assistance of the remaining BRT if needed. ● Isolate the immediate area and proceed to call in a “Hold” to student movement or evacuate if appropriate. ● Inform BRT Leader of the need to initiate “Lockdown” procedures. <ul style="list-style-type: none"> ○ BRT leader or another of BRT team will contact law enforcement agency if necessary ● BRT Leader and Building Principals will monitor the situation and adjust the level of response as appropriate. <p>Note: The Building-Level Emergency Response plan will outline next steps and procedures in greater detail.</p>
<p>Contacting appropriate law enforcement officials in the event of a violent incident CR155.17(c)(1)(iv)</p>	<p>Any phone is capable of dialing out to 911. Any calls made to law enforcement will be made only by the main office, the BRT team, and the safety officers.</p>
<p>Contacting parents, guardians, or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal CR155.17(c)(1)(ix)</p>	<p>For situations where the Building Response Team (BRT) is activated and a command post must be established. The command center is the single location where all principals will report to gather and disseminate information to the members of the Building Response Team. The BRT Leader will obtain updates from activated BRT members and provide information to all principals so that a single decision can be made to ensure the safety of all staff and students.</p> <p>The command post, made up of BRT and School Operations, will proceed to assist with contacting families using the following methods:</p> <ul style="list-style-type: none"> ● Robocalls and personal calls to families ● Relay necessary information utilizing the message system built within the schools SIS program
<p>Contacting parents, guardians, or persons in parental relation to an individual student of the district in the event of an</p>	<p>In situations where an implied or direct threat is made by a student, against themselves or to others, the school Operations team will make outreach to the parent(s)/caregiver(s) using information provided in the SI system.</p>

<p>implied or direct threat of violence by such student against themselves (including suicide) CR155.17(c)(1)(x)</p>	<p>If the parent(s)/caregiver(s) is unreachable, the designated emergency contact will be reached out to.</p>
<p>The dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information CR155.17(c)(1)(xii)</p>	<p>School social workers are able to provide information and resources to families who are seeking support in mental health. They are able to provide referrals to organizations that are able to provide greater services to families seeking assistance. The social workers are also available to parents who are seeking counseling sessions.</p>

Prevention and intervention strategies:

Great Oaks Charter School has an established relationship with the local NYPD precinct, the Office of Safety & Youth Development, and local emergency response agencies. The BRT and Safety Associates receive yearly training on de-escalation, fire safety, emergency communication tools (i.e. walkies), lockdown protocols, and AED/CPR training.

Teachers at Great Oaks are trained in conflict mediation and the Dean of Culture assists in peer mediation amongst students. Teachers also model positive culture within the classrooms and school Social Workers are available to assist parents requesting support or counseling.

Arrangements and/or Procedures during emergencies for:

The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings
CR155.17(c)(1)(xv)

BOMB THREAT

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

FOR ALL BOMB THREATS

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

All communications by LAND LINE or IN PERSON ONLY (No radio or cell phone transmissions).

- CALL 911 and Emergency Information Center (718) 935-3210.
- Provide the following information: Your NAME and TELEPHONE NUMBER, ADDRESS of the school/facility, DESCRIPTION of the threat, and LOCATION of bomb inside the building (if known).
- Follow instructions provided by 911 operator.
- TURN off all RADIOS, WIRELESS DEVICES, CELL PHONES, BLACKBERRIES, etc. Such devices MAY cause a bomb to detonate.

BOMB THREAT BY PHONE

- CHECK caller ID to see if there is a number and note down.
- KEEP the caller ON THE LINE as long as possible (Do not hang up on the caller).
- LISTEN CAREFULLY and be polite.
- Try to KEEP the caller talking so that you can gather more information.
- Try to WRITE DOWN or record the conversation. (Use BOMB THREAT CHECKLIST on the next page.)
- Write down the exact TIME the call was received and the LENGTH of the call.
- Dial *69 (return call) or *57 (caller ID).

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

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

NOTIFY

- IN PERSON or on a LANDLINE ONLY, notify Executive Director or BRT Leader and School Security Guard or Supervisor, and Emergency Information Center (No radio or cell phone transmissions). ALERT them to the situation and the phone call that was made to 911, and PROVIDE a description of the threat.
- If evacuation is necessary, follow GRP Protocols for evacuation and the procedures as shown in [Section 7, Emergency Assignments, Egresses, and Relocation Sites], and assist as necessary.
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officers and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.
- If evacuation is not necessary, initiate the procedures for a Soft Lockdown and assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from the appropriate

agency.

- If building cannot be re-entered, the Transportation Operator must be notified for those children who take the bus home. For those children who are picked up from school, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

FOLLOW UP

- VERIFY that the Executive Director notified the Emergency Information Center.
- OBTAIN written statements from all witnesses and deliver to the Executive Director only if approval is given by NYPD Incident Commander.
- ENSURE that the Bomb Threat Checklist from School Safety Plan is filled out.

Missing Student Protocol

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

Using the Missing Student Protocol

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

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

In determining whether to activate the protocol, the following shall apply:

The protocol must be activated if the whereabouts of the following students cannot be immediately confirmed:

- All students in Grades K-12
- Any student who has a known physical or emotional condition, or a cognitive disability which interferes with his or her ability to travel independently and interact with the community

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

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

the student's well-being.

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

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

Immediately call 911 (including transit police), and notify the Executive Director, School Directors or BRT Leader, Emergency Information Center (EIC), and the Borough Safety Director (BSD). Provide a clear description of the student, to include the information below:

- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and any distinguishing features
- Verbal or non-verbal
- Languages spoken
- Parent/Guardian Contact Information

In addition, it should also be noted where the child was last observed.

Notify the School Security Guard in the building

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

Notify the parent.

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

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

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

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

Notify the Executive Director, School Directors or BRT Leader

Provide a clear description of the student, including where the child was last observed. Include the information below in the description:

- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and any distinguishing features
- Verbal or non-verbal
- Languages spoken

Activate the BRT, and open the Command Post. Provide all BRT members, Shelter-

In/Lockdown staff, and floor searchers, a description of the student, and if available, a photograph of the student. If applicable, review the student's IEP to determine what additional supports are required.

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

If the student is observed on the camera system, immediately deploy search staff to the location where the student was observed. This includes areas outside of the school building.

Inside the building, all rooms and offices, including restrooms and access to the basement must be searched.

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

If available, provide law enforcement with a photograph of the missing student.

Notify the parent of the student and continue searching the building. Review the Student Information System to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.

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

Follow-up steps for all students:

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

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

Intruder/Hostage-Taking Situations

In the event there is an intruder or hostage-taking situation in the school, the school will implement Lockdown protocols.

1. Over the intercom, Operations Associate announce there is an intruder in the building with code sentence "Attention. This is a Lockdown. Take proper action."
2. All students in hallways are taken to the nearest classroom by school personnel
3. Teachers lock classroom doors and move students away from windows.
4. Site Coordinator and assigned individuals conduct a building sweep to locate intruder.
5. The Site Coordinator and School Safety Agent contact local police, and others as required.
6. If the intruder is found and the situation is stable, or no intruder is found within the building, an "All Clear announcement" will be made over the intercom system

	7. In the event the intercom system is not working, the Building Response Team or designated individuals will go from room to room with the all clear message.
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Policies and Procedures relating to school building security, including, where appropriate:

Great Oaks contracts Safety Associates through a private company where each associate is thoroughly vetted through the security company and has received the necessary hours for training.

The Safety Associates assist with ensuring that visitors follow the sign-in protocol and conduct regular safety checks within the building.

In addition to Safety Associates, the school assigns hallway duties to staff to aid in the movement and safety of students. Hallway monitors ensure that students do not linger in one area and head to the appropriate classrooms. They also assist in monitoring students who have been removed from the classroom or assist in stepping into a classroom if a teacher is in need of assistance.

Students dismissing early are assisted by the School Operations team to ensure that students have parent permission to be dismissed. Once a student is cleared to be dismissed, they will sign out with the main office.

Strategies for Improving School Culture and Dialog:

Great Oaks has established strategies for improving school culture and has created a safe environment in which students feel comfortable communicating with staff.

Daily advisory classes are built into the schedule which allows students to build closer relationships to teachers and creates a greater community within each grade. The advisory time allows students the opportunity to discuss events that are happening within and outside of the school.

Trainings, Drills, and Exercises:

- As part of plan development, the Safety Team will review emergency response plans with security professionals and administrators from other schools to ensure their feasibility and thoroughness.

- The Safety Team will conduct ‘table top’ exercises – playing through the execution of each multi-hazard plan using an actual school and neighborhood layout diagram.
 - The Safety Team is made up of:
 - Executive Director
 - Principals/Directors
 - Director of Operations
 - Director of GONYC Fellows
 - Deans of Student Culture
 - Operations Associates
- GONYC will review the details of its Safety Plans with all faculty and staff prior to school opening, ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.
- GONYC will review all emergency response plans with students within the first few weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- GONYC will conduct the mandated actual safety (fire and intruder alert) drills as follows: two intruder alert drills, one by October and one by February. These drills will be conducted in coordination with local emergency response and preparedness officials. The School will schedule the dates and times of drills with local officials.
- New employees hired after the start of the school year will receive safety training within 30 days of hiring date.

<p>Evacuation Drills</p> <p>The purpose of the drill is to teach staff and students how to quickly and safely exit the building. Once fire alarms are activated, staff will be able to effectively guide the students to a location that is a safe distance away from the building.</p>
<p>Shelter-In</p> <p>School will conduct business as usual but no persons, staff and students, will be allowed to enter or exit the building until the Shelter-In is no longer needed. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the sidewalk would be examples of a Shelter-In response. While the Shelter-In response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.</p>
<p>Lockdown</p>

Lockdown is a classroom-based protocol that requires locking the classroom door, turning off the lights, and placing students out of sight of any corridor windows. Student action during Lockdown is to remain quiet. This procedure is activated in the event there is a credible threat inside or outside the building. In the event of a lockdown, 911 will be contacted.