



198 Varet St., Brooklyn, NY 11206  
Tel. (718) 782-9830 Fax (718) 497-0476  
<http://thewcs.org>

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The Williamsburg Charter High School

## School Safety Plan

Academic Year 2018-2019

ATS: 84K473  
School: Williamsburg Charter High School  
Region: 8  
Precinct: 090PCT PBBN

### Address Information

Street Address: 198 Varet Street  
City/State/Zip: Brooklyn, NY 11206

### Telephone Information

Main Phone: (718) 782-9830  
Fax Number: (718) 497-0476

### Primary Contact Information

Site Admin: Ms. Tanishia Williams  
Custodian: Mr. Raymond James  
Security Chief: Ms. Tamisha Johnson  
SSP Contact Ms. Valerie Jacobson

### Work

(718) 782-9830  
(718) 782-9830  
(718) 782-9830  
(718) 782-9830

### Fax

(718) 497-0476  
(718) 497-0476  
(718) 497-0476  
(718) 497-0476

### Home

On File  
On File  
On File  
On File

Are there any additional schools/programs/academies housed at this site?  
Does this site have Limited Mobility Students enrolled?

No  
No

The object of a school is to carry the child as far as possible in its knowledge of the accumulated wisdom of the world.

-W.E.B. Dubois

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**Section 1                      Safety Agent Information**


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**1.1**

It is the responsibility of the Safety & Facilities Manager and the safety staff to work in conjunction with school administration to help maintain order and safety. A specific duty of the Safety & Facilities Manager is to report any untoward incident to the Head of Operations and the Head of School. In the absence of the Safety & Facilities Manager, the second-in-command, i.e. Assistant Director of Safety will assume this responsibility. In emergencies, the Safety & Facilities Manager has the authority to alter assignments as the needs of the building change.

The Safety & Facilities Manager for this site is **Raymond James**. The other Safety Agents listed for this plan are:

**Tamisha Johnson    Larry Marria    Leonard Myers    Alberto Cruz**  
**Maurice Fernandez    Earl Nedd    Tamara Riley    Kirk Reynolds    Danette Varona    Tijuana Martin**

### **School Safety Post Instructions**

The Safety & Facilities Manager and each Safety Agent has specific functions to perform. These duties and responsibilities are:

1. School Safety Agents will conduct themselves in a professional and courteous manner at all times.
2. Safety Agents will not allow students to remain on their post for extended conversations.
3. Safety Agents will remain on their assigned posts until relieved by authorized personnel or instructed by the Safety & Facilities Manager and/or Administration or to respond to an immediate security situation.
4. All students/intruders picked up for infractions will be referred to the Administration (Director of Student Life, Counselor, Principal, etc).
5. Safety Agents will report untoward incidents to the Safety & Facilities Manager and Administration.
6. The Safety & Facilities Manager will call or radio in the appropriate report(s). In the absence of the Safety & Facilities Manager, the Assistant Director of Safety will call or radio in the required report(s) in a timely manner.
7. Safety Agents will escort all intruders found to the Safety & Facilities Manager and/or appropriate school administrator.
8. Safety Agents will call for backup/assistance when necessary.

SSA Post Assignments

Precinct: 094 PCT PBBN

Region: 8 Date: \_\_\_\_\_

School: **84K473**

S.S.D. Supervisor: \_\_\_\_\_

Agent Name & Rank	PER 00	PER 01	PER 02	PER 03	PER 04	PER 05	PER 06	PER 07	PER 08	PER 09	PER 10
	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME



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## Official Radio Codes

When applicable, walkie-talkie radios will be used by the assigned School Safety Agents and the Principal and/or Designee. These radios will enable each person to keep in constant communication with the other, and to notify each other in case an intruder is present, or other serious conditions emerge. In all cases the "Official Radio Codes will be used at all times.

- 10-01 Call your command
- 10-02 Report to your command
- 10-03 Call Dispatcher By (Central)
- 10-04 Acknowledgment (O.K.)
- 10-05 Repeat Message
- 10-06 Standby
- 10-07 Verify Address
- 10-10 Possible Crime
- 10-11 Alarm (specify type)
- 10-13 Assist Police Officer/Agent- Emergency
- 10-20 Past Robbery
- 10-21 Past Burglary
- 10-22 Past Larceny (specify: auto, from person/other)
- 10-24 Past Assault (specify)
- 10-25 Child Abuse in the Past
- 10-29 Other Crimes in the Past (specify)
- 10-30 Robbery in Progress
- 10-31 Burglary in Progress
- 10-32 Larceny in Progress (specify: auto, from person/other)
- 10-33 Explosive Device or Threat  
NOTE: Portable radio should NOT be used when in the presence of a suspected bomb, explosive or incendiary device.
- 10-34 Assault in Progress (specify)
- 10-35 Child Abuse in Progress
- 10-39 Other Crime in Progress (specify)
- 10-50 Disorderly Person/Group or Noise
- 10-51 Roving Band (specify direction of travel & number in group)
- 10-52 Dispute (Specify)
- 10-53 Vehicular Accident (Specify)
- 10-54 Ambulance Case (specify type)
- 10-55 Ambulance Case No R.M.P. required
- 10-56 Verify if Ambulance Needed
- 10-58 Fire Drill (Specify Location)
- 10-59 Alarm of Fire (Specify Type)
- 10-61 Precinct Assignment - not available (Give condition and/or location, e.g., mail run, at S.H., patrol with a C.O., etc.)
- 10-62 Out of Service - Mechanical (give condition and location)
- 10-63 Out of Service (Meal)
- 10-65 Utility trouble (specify nature and if ESU responding or not)
- 10-66 Unusual Incident Examples: train derailment/collision, plane crash, building collapse.
- 10-67 Traffic/Parking Condition (specify)
- 10-68 See Complainant re: (specify)

The object of a school is to carry the child as far as possible in its knowledge of the accumulated wisdom of the world.

-W.E.B. Dubois

- 10-69 Other Non-Criminal Incident (specify)
- 10-80 Cancel (specify unneeded service)
- 10-82 Verification/Arrest (give number detained)
- 10-83 Report/notification at station house
- 10-84 Arrived at scene
- 10-85 Need Additional Unit (Specify type & reason)
- 10-86 Female In/Female Out of Vehicle (indicate time)
- 10-87 Unit to hospital (specify hospital)
- 10-89 Other Interim Status (specify)
- 10-90U Unable to gain entrance
- 10-90X Unfounded
- 10-90Y Unnecessary
- 10-90Z Gone on arrival
- 10-91 Non-crime corrected
- 10-92 Arrest
- 10-92C Crime Arrest (felony/misdemeanor), include number arrested in all cases.
- 10-92F Family Offense arrest made
- 10-92J Child Abuse arrest affected
- 10-92O Other arrest (specify type)
- 10-93C COMPLAINT REPORT prepared a report a crime, (felony or misdemeanor, including a Juvenile Report for a crime) is prepared.
- 10-93O Other report prepared (no arrest) (PAR. etc.]
- 10-94 Handled by previous tour
- 10-95 Non-crime referred by another agency
- 10-96 Summons served
- 10-97H Patient removed to hospital
- 10-97R Patient refused medical aide
- 10-98 Resume Patrol (not acceptable as a final disposition from last unit on scene)
- 10-99 Other final disposition (must include remarks)

Final Dispositions (90-97, 99) are to be used only when a unit is completely finished with an assignment (including paperwork, forms and notifications) and is available for another assignment. Disposition code is to be selected and transmitted by the unit.

Section 2 Buildings Information 2.1

Main Building

Address Information
Street Address: 198 Varet St.
City/State/Zip: Brooklyn, NY 11206

Telephone Information
Main Telephone: (718) 782-9830

Building Information

- How many floors does the building have that are used for instructional or administrative purposes? 8
Where is the electrical control panel in the building? Room 001
Where is the gas/oil shutoff in the building? Room 003
Where is the water shutoff in the building? Room 005
Where is the fire box in the building? Boiler Room-CI/Room 110
Where is the remote control panel for electromagnetic locks in the building? Room 512
Does this building have a basement? Yes
Does this building have a sub-basement? No
Is this building fully sprinklered in both classrooms and corridors? yes
Where are the chemicals/controlled substances used in the science lab stored? 622
Does this building have central air conditioning? No
Does this building have ventilation system? Yes
If yes, what type of ventilation system is it? exhaust room ventilation system
If yes, where are the shut-off controls located? CI
Where is the storage location for hazardous materials that are often used by school custodians( e.g. bleaches; combustible cleaning materials)? Rooms 104 and 221 and all Janitor closets

Accessibility

The program accessibility is All Floors.

Elevator Information

Does this building have elevators? Yes

Escalator Information

Does this building have escalators? No

Electromagnetic Locks

Does this building have doors with electromagnetic locks? Yes



Section 2 Buildings Information 2.2

Main Building

Stairwells

Does this building have stairwells? Yes

The building has the following stairwell(s):

<u>Destination</u>	<u>Location</u>
A	EAST
B	MID
C	WEST

Vault Information

Does this building have a walk-in vault? No

Pool Information

Does this building have a functional pool? No

Where is the storage location for hazardous materials that are used for pool maintenance?

NOTE: All hazardous materials should be kept in an appropriate area that is locked, isolated and properly ventilated

Control Panel Information

Please consult the Custodial Engineer at (718) 782-9830 x 1002 for the location of the control panel.

School Yard Information

Do the students use this building's school yard? N/A

Intrusion Alarm System

Does this building have an Intrusion Alarm System? Yes

CCTV/Video Surveillance System

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

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**Section 3**                      **Other Facilities Information**                      **3.1**

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**Transportables**

Does this site have transportables or temporary structures?                      No

**Cafeterias/Lunchrooms**

Does this site have cafeterias?                      Yes

The following cafeteria(s) are on this site:

<b><u>Building</u></b>	<b><u>Cafeteria Type</u></b>	<b><u>Room</u></b>
Main Building	Student	107
Main Building	Staff/Student	102

<b>Section 4</b>	<b>Critical Security Notifications and Offices</b>	<b>4.1</b>
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Individual phone numbers to the Local Precinct, NYPD/School Safety Division Borough Commands, fire house and hospitals should be gathered and posted in various areas of the building (i.e. Principals/Secretary's office, Deans office, Guidance Counselor's office, NYPD School Safety Agents office).

### **New York City Department of Education Contacts**

Regional Superintendent	(718) 935-3900
Senior Counselor, Office of School Intervention and Development	(212) 374-5090
Emergency Information Center (EIC)	(718) 935-3210
Office of Special Investigations	(212) 374-5900
Office of Pupil Transportation	(718) 729-6100
Division of School Facilities	(718) 349-5799

### **New York City Police Department- School Safety- N/A**


### **New York City Police Department - Precinct Contact**

Precinct

090 PCT PBBN	(718) 963-5311
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### **New York City and New York State Agencies**

Office of Special Commissioner of Investigations for the New York City School District	(212) 510-1500
New York State Central Register (Reporting of Suspected Child Abuse)	(800) 635-1522

### **311 Government and Information Services Hotline**

311 School Designee (Valerie Jacobson)	(718) 782-9830
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### **School Safety Plan Technical Hotline**

N/A
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## Critical Offices

The following are the room numbers for all critical offices for this site:

### Williamsburg Charter High School

Office	Building	Room No.
Principal Office	Main Building	415
Administration Office	Main Building	421
Academy Leader Offices	Main Building	321, 410, 611, 711
Operations Offices	Main Building	503
Nurse Office	Main Building	126
Security Office	Main Building	819
Facilities Office	Main Building	820
Auditorium	Main Building	107
Cafeteria/Lunchroom	Main Building	107
Crisis Intervention Office	(data not provided)	N/A
Field House	(data not provided)	N/A
General Office	Main Building	122
Gymnasium	Main Building	129, 130
Gymnasium Office	Main Building	822
In-School Suspension Center	Main Building	M014
Library	Main Building	121
LYFE Center	(data not provided)	N/A
Medical Supply Room	(data not provided)	N/A
Office of Operations	Main Building	503
Business Office	Main Building	8 <sup>th</sup> Fl
College Guidance	Main Building	717
Main Office	Main Building	122
Office of Special Needs	Main Building	310
Social Worker/Counselors	Main Building	MR003, 005, 209, 531, 621, 721
Office of Student Records	Main Building	501

Section 5 School/Program/Academy Information 5.1

School Information (Primary Host) - Main School

ATS Code: 84K473

Principal Contact Numbers

Phone: (718)782-9830
Fax: (718) 782-9834/ 718-497-0476

Regional Superintendent: Alicja Winnicki
Principal: Ms. Tanishia Williams
LIS: N/A

Hours of Operation

From: 7:15 am
To: 3:55 pm

School Statistics No.

Teachers: 68
Paras: 0
School Aides: 1
Supervisors/Administrators: 12
Secretaries: 6
Other: 20
Total: 107

Dates of School Session

From: 08/27/2018
To: 06/27/2019

Grade(s) Served

LYFE Center
Ninth Grade
Tenth Grade
Eleventh Grade
Twelfth Grade
Total:

Number of Students

N/A
322
331
155
248
976

This school Personnel Capacity is 1350.
The school is utilizing 72% of its capacity.

How many floors of the building does this school/program/academy use? 8

School Personnel and Liaisons

UFT Chapter Leader N/A
Head of Operations
Ms. Valerie Jacobson
PA. President
N/A
Parent Coordinator
Ms. Allison Witkowski

Section 5 School/Program/Academy Information 5.2  
**School Information (Primary Host) - Main School**

**Chain of Command**

The Chain of Command is a listing of school personnel, who in sequence, are in charge of the school in the absence of the Head of School/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 Principals. Teachers and/or deans may be identified as needed.

Position	Name	Position	Home Phone
1	Valerie Jacobson	Head of Operations	on file
2	Lester Samson	Academy Leader	on file
3	Kevin Morris	Academy Leader	on file

The home phone numbers for each member in the above Chain of Command must also be on file with their respective Superintendent and Principal.

**Class Schedule**

2018-19 Bell Schedule

PERIOD	MON	Mins	TUE	Mins	WED	Mins	THU	Mins	FRI	Mins
<b>BFAST</b>	7:15 AM	40	7:15 AM	40	7:15 AM	40	7:15 AM	40	7:15 AM	40
<b>1</b>	8:00 AM	45	8:00 AM	45	8:00 AM	35	8:00 AM	45	8:00 AM	60
<b>2</b>	8:50 AM	45	8:50 AM	45	8:40 AM	35	8:50 AM	60	9:05 AM	45
<b>3</b>	9:40 AM	45	9:40 AM	60	9:20 AM	35	9:55 AM	45	9:55 AM	45
<b>4</b>	10:30 AM	60	10:45 AM	45	10:00 AM	35	10:45 AM	45	10:45 AM	45
<b>5</b>	11:35 AM	45	11:35 AM	45	10:40 AM	35	11:35 AM	45	11:35 AM	60
<b>6</b>	12:25 PM	45	12:25 PM	45	11:20 AM	35	12:25 PM	60	12:40 PM	45
<b>7</b>	1:15 PM	45	1:15 PM	45	12:00 PM	50	1:30 PM	45	1:30 PM	45
<b>8</b>	2:05 PM	45	2:05 PM	60	12:55 PM	35	2:20 PM	45	2:20 PM	45
<b>9</b>	2:55 PM	60	3:10 PM	45	1:35 PM	35	3:10 PM	45	3:10 PM	45
<b>10</b>	4:00 PM	45	4:00 PM	45			4:00 PM	45	4:00 PM	45

LUNCH / ADVISORY

**LUNCH PERIODS**

**GRADE MTGS (Tu/F)**

4 = Freshmen
5 = Sophomores
6 = Juniors
7 = Seniors

**DEPT MTGS (M/W/Th)**

4 = EN / WL
5 = MA / PA
6 = SS / VA
7 = SC / PE

**ADVISORY PERIODS**

4 = Seniors
5 = Juniors
6 = Sophomores
7 = Freshmen

*Minutes per week per class:*  
 Per 1-9 exc 7 = (45 x 3) + 60 + 35 = 230 m  
 Per 7 = (45 x 4) + 50 = 230 m  
 Per 10 = (45 x 4) = 180 m

**School Information (Primary Host) - Main School**

**Lunch Schedule**

Do the students remain in school for lunch? Yes  
Does this school/program/academy have a lunch schedule? Yes

Period	Cafeteria
3	Main Building, Room: 107 Ms. Julia Hernandez Ms. Pratt Mr. Fernandez
4	Main Building, Room: 107 Ms. Julia Hernandez Ms. Pratt Mr. Fernandez
5	Main Building, Room: 107 Ms. Julia Hernandez Ms. Natasha Robinson Mr. Cruz
6	Main Building, Room: 107 Ms. Julia Hernandez Ms. Natasha Robinson Mr. Cruz

This section identifies all staff members assigned to monitor and supervise students in the cafeteria. To maintain consistency throughout the plan and across our school system, these guidelines are followed:

“Staff Assigned” requires the name of the school aide assigned to the direct oversight of students in the specific area at a specified time.

“Supervised by” requires the name of the pedagogue (teacher or supervisor) assigned to supervise all staff assigned to monitor students in the specific area at a specified time.

**Yard Duty Assignments N/A**

Are school personnel assigned to monitor the school yard? N/A  
During specific times during the day, school personnel will be assigned to monitor the school yard.  
The following assignments have been made:

Period	From	To	Staff Assigned	Supervised By
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This section identifies all staff members assigned to monitor and supervise students in the school yard. To maintain consistency throughout the plan and across our school system, these guidelines are followed:

“Staff Assigned” requires the name of the school aide assigned to the direct oversight of students in the specific area at a specified time.

“Supervised by” requires the name of the pedagogue (teacher or supervisor) assigned to supervise all staff assigned to monitor students in the specific area at a specified time.



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Section 5 School/Program/Academy Information 5.4

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**School Information (Primary Host) - Main School**

**Hall Duty Assignments**

Are school personnel assigned to monitor the hallways? No

**Dismissal Schedules and Information**

Dismissal	Starts At
1st	M/TU 2:00 W 12:50 TH/FRI 2:15
2nd	M 2:50 W 1:30 TThF 3:05
3rd	MTThF 3:55 Main Dismissal W 2:10

Students Utilizing the Services of the DOE’S Office of Pupil Transportation

Bus students are dismissed at 3:55PM via Entrance/Exit 1 (Staircase A) Main Building and are supervised by the Front Desk Officer at this post. The buses pick up children at 198 Varet St.

Students Not Utilizing the Services of the DOE’S Office of Pupil Transportation

Students taking private/public transportation are dismissed via Entrance/Exit 1 (Staircase A) Main Building (1), are supervised by Maurice Fernandez and Ms. Tamisha Johnson; Staircase C – Mr. Cruz.

Students Not Picked up by Parent/Guardian – Main Desk

**Additional School Activities**

Does this school/program/academy have any additional school activities? Yes

Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start	End	Supervised by	Pool
Academic Intervention Math Program											
English Language Learners Program											
Arts and Recreation Program											
Arts Program											
Regents Review Learner Program											
Homework Help AP Prep Program											
Clubs											

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Section 5	School/Program/Academy Information	5.5
<b>School Information (Primary Host) - Main School</b>		

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**Pool Use**

Does this school/program/academy use the site's pool?

N/A

**Automatic External Defibrillator (AED) Information**

## Contact Information

Arnato, Paul                      pamato@nycboe.net                      (718) 782-2527

Trained responders will be summoned to an AED emergency by the following procedure:

Signal the following people- All trained AED Emergency Assistance Members will be summoned by intercom. Nurse will be alerted, responder in charge (first on scene) will assign staff to contact parent and call 911 to summon an ambulance. Intercom system and walkie talkie units will be used as needed.

**AED Units and Locations**

BIOF 02833	Room 110
BIOF 03016	Elevator Lobby 3
BIOF 03084	Elevator Lobby 5
BIOF 03486	Elevator Lobby 7

**AED Trained Responders**

<b>Name</b>	<b>Expiration Date</b>
<b>Larry Balthazar</b>	<b>01/30/2019</b>
<b>Earline Cooper</b>	<b>11/2019</b>
<b>Albert Cruz</b>	<b>11/2019</b>
<b>Renee DeLyon</b>	<b>11/2019</b>
<b>Graham Earle</b>	<b>11/2019</b>
<b>Maurice Fernandez</b>	<b>11/2019</b>
<b>Luke Hagen</b>	<b>11/2019</b>
<b>Angie Helliger</b>	<b>11/2019</b>
<b>Ryan Heyman</b>	<b>11/2019</b>
<b>Karlynn Hilbrich</b>	<b>11/2019</b>
<b>Valerie Jacobson</b>	<b>01/30/2019</b>
<b>Raymond James</b>	<b>01/30/2019</b>
<b>Tamisha Johnson</b>	<b>11/2019</b>
<b>Ikone Mason</b>	<b>11/2019</b>
<b>Michael McCaffery</b>	<b>01/30/2019</b>
<b>Justin Morris</b>	<b>11/2019</b>
<b>Leonard Myers</b>	<b>11/2019</b>
<b>Natasha Robinson</b>	<b>11/2019</b>
<b>Angela Romero</b>	<b>11/2019</b>
<b>Michael Stewart</b>	<b>11/2019</b>
<b>Taru Thompson</b>	<b>11/2019</b>
<b>Tiffany Pratt</b>	<b>11/2019</b>
<b>Jessica Weinreb</b>	<b>11/2019</b>
<b>Brynn WorriLOW</b>	<b>4/20/2019</b>
<b>Frank Zambrano</b>	<b>11/2019</b>

Section 6 Non-instructional Offices & Organizations 6.1

Community Based Organizations

Does this site does have any community based organizations? Yes

Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start	End	Supervised by	Pool
N/A											
Activity											

Administrative Offices

Does this school/program/academy have any administrative offices? Yes

Office Administrator: United We Stand of NY Phone: [\(718\) 302-4313](tel:7183024313)  
 Building/Room(s): Room 834 Room(s) in 198 Varet St.  
 Number of Staff: 3

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**Section 7                      Safety Evacuation Procedures for Limited Mobility Students                      7.1**

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Any school that is functionally, partially or 1st floor accessible that is used to provide sole accessibility to a particular program or activity within a Region, as represented in the 1998 Program Accessibility Plan of the Department of Education of the City of New York ( and as updated in the "List of Accessible Schools maintained on the DOE website), can have limited mobility students assigned to that school at any given time.

Any school that has been identified as functionally, partially or 1st floor accessible must complete this section. In addition, any school that has one or more students with limited mobility must have a plan in place to ensure the safe evacuation of those students. In developing school-specific procedures, building principals are encouraged to consult with their respective New York City Fire Department local battalions and with the NYPD/School Safety Division.

Some accessible schools do not have limited mobility students in attendance. However, since limited mobility students may be assigned to an accessible school at any time, these schools must establish safety evacuation procedures for limited mobility students. Recognizing that such schools cannot complete the student specific aspects of planning, these schools are required to complete those aspects of the plan that are not student-specific, i.e., to identify the location where program and schedule information will be posted, the indoor areas on each floor (by type) or the outdoor areas to which limited mobility students will be removed in the event of an evacuation.

Conversely, limited mobility students occasionally attend schools that are not accessible. It is similarly imperative that these schools have safety evacuation procedures in place for these students.

In developing school-specific procedures, building principals are encouraged to consult with their respective New York City Fire Department local battalions and with the NYPD/School Safety Division.

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**Section 7                      Safety Evacuation Procedures for Limited Mobility Students                      7.2**


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“Safety Evacuation Procedures for Limited Mobility Students must be established at each of these sites.

**Special Note: The Head of School/designee must notify the parents/guardians of all limited mobility students named in this section of the information regarding evacuation procedures for their children.**

Safety Evacuation Procedures for Limited Mobility Students” must include the following components:

1. The name of the immediate individual who has the overall responsibility for ensuring that all limited mobility students are evacuated, contacts made with the responders, and accounting for all students.

2. A list of limited mobility students enrolled in the school.

In an emergency, each of these students will require evacuation to one of the following:

a) another area inside the building which may only be:

- i. A FDNY approved “Holding Room” or
- ii. A “Fire Rescue Area” (for sprinkler-equipped buildings only), or
- iii. An Area of Rescue Assistance’, or

b) an area outside the building that is consistent with the procedures for evacuation of the general school population;

3. A program schedule specifying where the limited mobility students are at any given time during the day;

4. Attendance procedures so that each limited mobility student in attendance on any given day can be accounted for during an emergency;

5. The names of individual staff persons and back-up staff responsible for the safe evacuation of all students by ensuring that each is safely removed to:

1) a holding room, or 2) a fire rescue area, or 3) an area of rescue assistance, or are safely evacuated from the building;

Note: Limited mobility students generally require assistance on a 1-1 ratio. There may be times, however, when assistance and/or supervision can be provided on a ratio other than 1-1 without compromising the safety and/or welfare of the student, as in the evacuation of a self-contained class of sensory impaired students, or the evacuation of a student whose IEP does not mandate a 1:1 paraprofessional and whose ability to ambulate is not increased by direct assistance. Such exceptions are generally dependent on the nature of the student’s disability and where the child is being evacuated to, and are subject to determination by the school, and approval by the Regional Superintendency, that all procedures provide for the safety and welfare of the student In any and all instances where the ratio of assistance and/or supervision for limited mobility evacuation is less than 1:1, the safety of that evacuation plan must be approved and signed-off by the Regional Administrator of Special Education (RASE).

6. The designation/location of such rooms or areas, including egress routes from the building and predetermined evacuation areas outside of the building, where applicable.

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**Section 7                      Safety Evacuation Procedures for Limited Mobility Students                      7.3**


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Pursuant to a new federal court ruling, even if you do not have limited mobility students enrolled in your school at this time, but your site is 1st Floor, Partial or Functionally Accessible, your site must have a plan in place in order to accommodate a limited mobility student at a future point in time.

Does your site have any limited mobility students enrolled? No  
 Pursuant to requirements, in the event that the school enrolls limited mobility students, each floor has a floor captain that is assigned to make sure all rooms are clear in the event of an emergency. This floor captain will sweep the floor and then make a last check of the designated "Areas of rescue assistance". There are two areas of rescue assistance on each floor, adjacent to staircase A and staircase C. In addition to these sweeps, each area of rescue assistance has a help button that signals someone is waiting for assistance and in exactly what location so help can be sent in the event it is needed.

### **Health Protocols**

1. 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, doctor's 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 one person in your school who is responsible for receiving all information about students is:

Name: Earline Cooper  
 Title: Principal's Designee  
 Agency WCHS

2. 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. Who at your school is responsible for reviewing this information about health conditions, and consulting with health persons as appropriate (This may be the same person as above).

Name: Florence King-Inneh  
 Title: School Nurse  
 Agency DOH

3. Who is 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?

Name: Earline Cooper  
 Title: Principal Designee (Supervisor)  
 Agency WCHS

4. Youngsters with Special Needs

Excluding those students listed on the LMS Roster, please list 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.

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Section 8 Medical Emergency Response Information

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8.1

**Health Resources -  
Personnel**

1A. Who staffs your school daily for school health services? Florence King-Inneh, School Nurse

B. Who staffs your school on a part-time basis for school health services?

2A. Which mental health staff (guidance, social worker, psychologist, psychiatrists) are available on site daily?

Ms. Maribel Morton (Psychologist)

Mr. Justin Morris (Social Worker)

Mr. Larry Balthazar (Guidance)

Ms. Renee DeLyon (Guidance)

Mr. Ikone Mason (Guidance)

Ms. Jessica Weinreb (Guidance)

B. Which mental health staff (guidance, social worker, psychologist, psychiatrists) are available on site part-time?

N/A

3. Who is your site administrator for issues of exposures to blood borne pathogens, etc.?

Name: Tamisha Johnson

Title: Safety Coordinator

Agency: WCHS

**Supplies . .**

1. Who is trained in CPR/Heimlich?

<b>Name</b>	<b>Expiration Date</b>
<b>Larry Balthazar</b>	<b>01/30/2019</b>
<b>Earline Cooper</b>	<b>11/2019</b>
<b>Albert Cruz</b>	<b>11/2019</b>
<b>Renee DeLyon</b>	<b>11/2019</b>
<b>Graham Earle</b>	<b>11/2019</b>
<b>Maurice Fernandez</b>	<b>11/2019</b>
<b>Luke Hagen</b>	<b>11/2019</b>
<b>Angie Helliger</b>	<b>11/2019</b>
<b>Ryan Heyman</b>	<b>11/2019</b>
<b>Karlynn Hilbrich</b>	<b>11/2019</b>
<b>Valerie Jacobson</b>	<b>01/30/2019</b>
<b>Raymond James</b>	<b>01/30/2019</b>
<b>Tamisha Johnson</b>	<b>11/2019</b>
<b>Ikone Mason</b>	<b>11/2019</b>
<b>Michael McCaffery</b>	<b>01/30/2019</b>
<b>Justin Morris</b>	<b>11/2019</b>
<b>Leonard Myers</b>	<b>11/2019</b>
<b>Natasha Robinson</b>	<b>11/2019</b>
<b>Angela Romero</b>	<b>11/2019</b>
<b>Michael Stewart</b>	<b>11/2019</b>
<b>Taru Thompson</b>	<b>11/2019</b>
<b>Tiffany Pratt</b>	<b>11/2019</b>

**Jessica Weinreb**  
**Brynn Worrilow**  
**Frank Zambrano**

**11/2019**  
**4/20/2019**  
**11/2019**

2. Who is trained to administer an epi-pen in case of anaphylaxis?  
Tamisha Johnson

3. Refer to Section 5 for AED information.

4. What is the room number of the medical room? 126

5. Are medical supplies (e.g. medication, first aid supplies, diabetes monitoring supplies, epi-pens for anaphylaxis, etc) kept in a room other than the medical room? No

Please specify what supplies and where they are stored:

Who, other than the nurse or other school health staff has access to this medical equipment in case of an emergency? Assistant Director of Safety, Principal

6. Where is the Emergency Medical Bag kept? Nurse's Office Room 126

7. As part of Universal/Standard Precautions, does your school have gloves available?  
If so, where are they kept? (Please note all that apply.)

- Janitors Closet Room 221
- Front Desk Main Entrance
- Nurse's Office Room 126
- None
- Other No
- Other Description



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Section 9                      Procedures & Assignments                      9.1

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**Site Entry Information**

Is there a separate entrance for staff to enter the building that does not require scanning?                      No  
The following entrance(s) are used by these staff members:

Staff Title	Entrance	Time of Entry
Custodian	Main Building - Exit 1 (Entrance/Exit)	6:30AM
Custodial Workers	Main Building - Exit 1 (Entrance/Exit)	6:30AM
Safety Agents	Main Building - Exit 1 (Entrance/Exit)	6:30AM
Staff entrance	Main Building - Exit 1 (Entrance/Exit)	6:30AM
Entrance for students eating breakfast	Main Building - Exit 1 (Entrance/Exit)	7:15AM
Entrance for students not eating breakfast	Main Building - Exit 1 (Entrance/Exit)	7:15AM

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**Section 9 Procedures & Assignments**

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9.2

**Visitor Control Procedure**

The Head of School, or head of the facility, has the overall responsibility and authority to regulate admission of visitors and oversee their conduct while in the school or on school property. The principal also has authority to grant or deny a visitor's request to enter the school. Such decisions should be reasonable and consistent with the needs of the school, its safety, and the right of the public to visit the school.

**Circular #4 has been eliminated. Please do not reference this circular in your plan.**

In order to establish a uniform visitor control standard, the following procedures should be implemented in all Department of Education facilities. These procedures will ensure minimum standards to control visitors at school buildings. The School Safety Committee may establish additional procedures beyond those highlighted below.

1. The NYPD School Safety Division will assign a School Safety Agent (S.S.A) to the main entrance. When a school's S.S.A. has not been assigned there, the Principal shall designate an appropriate alternative person to be stationed at the school's main entrance. This person will follow the same visitor control procedures that the S.S.A. must perform. The main entrance must be covered by a S.S.A or other appropriate staff person from the time the Custodian opens the building until the end of the school day.
2. 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 S.S.A. or the staff member on duty at the main entrance will record the date, time, name and destination of the visitor in the Log Book. All visitors are required to sign their name next to the entry made by the S.S.A. or staff person on duty. Log books must be maintained at the site for a period of three years. 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. Signs in the school pertaining to visitor access must be posted in all covered languages as defined in Chancellor's Regulation A-663.
3. Schools must ensure that parents in need of language assistance services are not prevented from reaching the school's administrative offices due to language barriers. If a parent or visitor does not speak English the school shall take the following steps. The SSA or staff member should try to determine the language the individual is speaking. The S.S.A. or staff member should then attempt to locate a translator within the building by contacting the main office. If a translator is not present within the building, the S.S.A. or staff member on duty should escort the individual to the main office. A school representative will then contact the Translation and Interpretation Unit at 718-752-7373 to request translation services via the phone.
4. The visitor shall then be given a pass to the general office. At the general office visitors will be issued a second pass should they be going to other areas in the facility. Before issuing that second pass, the general office staff must confirm with the appropriate party that the visitor is expected.
5. The F or staff person at the main entrance will record the time of departure in the Visitor's Log parallel to the initial entry for that visitor and collect all passes issued.
6. The S.S.A. or staff person should make a periodic check of the Log Book to ensure that no one remains in the building for an unauthorized period of time. In such instance, it should be verified if the visitor(s) is still in the building.

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**Section 9**                      **Procedures & Assignments**                      **9.3**

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7. Any school, program, or academy at the site may employ additional procedures (above and beyond but not inconsistent with the procedures defined above) to log visitors into the building. For example, visitors may be issued color coded passes specify to floors in the building, or visitors may be escorted by staff or students to their destination.

NOTE-In our facility all visitors are screened for I.D. and the reason of their visit. They sign in and are logged. As an additional precaution, all visitors are escorted at all times while in the facility, unless they are previously cleared, and are authorized by the facility director, Safety & Facilities Manager and or principal to walk freely in the school. All visitors are also given a pass that says what floor they are authorized to visit.

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**Section 9**                      **Procedures & Assignments**                      **9.4**

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8. Visitors who violate procedures regarding visits to schools, whose conduct jeopardizes the safety of students and staff, or interferes with programs in the school or endangers property are subject to immediate removal from the school by order of the Head of School and possible arrest.

9. It is incumbent upon staff to be aware of visitors that do not have an appropriate pass for a designated area or have no visitor's pass at all. Where feasible, staff should approach such persons and request that they return to the Main Office. Staff should then notify the Head of School and the NYPD/SSA of the situation.

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**Section 9 Procedures & Assignments**

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9.5

**Intruder Procedures**

If an intruder is discovered in the building, a coded PA system ALERT will notify the staff. The ALERT is:

**Soft Lock Down**  
**Hard Lock Down**

**Note:** This message must not alert the intruder that he/she has been discovered. Only the staff should recognize the message. If the intruder realizes that he/she has been discovered it may cause panic and escalate the situation. DO NOT USE: "THERE IS AN INTRUDER IN THE BUILDING"

"CODE BLUE" is the universal notification code for AED emergencies and should not be used for intruder procedures.

In response to this 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 and will not issue any passes.
3. The Principal, and the following individuals will conduct a building sweep to locate the intruder.

The following additional procedures are also in use:

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. The ALL CLEAR message is:

**ALL CLEAR**

In the event that the Building PA system is inoperative the following procedure will be in effect:  
**We will be using walkie-talkies**

**Closing Procedures**

After the dismissal of the final program in operation within the building and upon departure of administrative personnel, the Security Team should conduct a total building sweep to ensure that conditions are safe and secure and all students have evacuated the building.

Each floor has a captain that is assigned to clear their floor. When they clear their floor they report to the Safety & Facilities Manager that all is clear. The Safety & Facilities Manager then alerts the Head of Operations and a final check is done with the facility coordinator, who then agree to call an all clear.

## Emergency Situations and Procedures

### PROTOCOLS FOR RESPONSES TO DISASTERS AND EMERGENCIES.

The key to handling a crisis, disaster or emergency at the school level, is to have plans and protocols in place that are regularly practiced by administrators, staff and students.

This section will outline 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 examples of the full range of events that your 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, you may be asked to evacuate your school and bring your students and staff 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, you may be asked to keep your students and staff in school to avoid the outside dangers.

In every disaster situation, you should take steps to immediately assess the situation, activate your emergency response team and contact the New York City Police Department (NYPD) and/or the New York City Fire Department (FDNY) as soon as practicable. Through our recent collaborations with these agencies and the Mayor's Office of Emergency

Management (OEM), we have developed protocols that will ensure that emergency responders from one, if not all of these agencies will be on site minutes after a disaster.

To assist in your emergency planning, we will be providing you with web based scenarios that simulate disasters and emergencies. Through the use of these scenarios, school administrators and staff will be able to put existing protocols into practice as well as establish a process that will engage the entire school community in disaster planning and response.

These procedures should be followed in the identified emergency situations:

#### A. Hostage

1. Notification to Head of School/designee, Regional Superintendent, LIS,RSA and the NYPD SSA.
2. Follow the "Intruder Procedure" as outlined in the School Safety Plan.
3. Decision to evacuate to be made by Head of School in consultation with NYPD SSD.
4. Notify the Emergency Information Center (EIC) (718) 935-3210.
5. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
6. Evacuate the premises following Egress Route(s) outlined in the School Safety Plan.
7. Floor Plans are to be readily available in the Head of School's Office, Attendance Office, Custodians Office, Security Office and Neighboring School(s).
8. Identify means of communicating with Perpetrator(s) e.g. Telephone, PAX Phone or PA system.
9. If the building can not be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in the Safety Plan.
10. Identify location, number and extent of injured. If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary.

11. SSA / Principal will notify respective Supervisors and arriving agencies, with pertinent and vital information.

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Section 9                      Procedures & Assignments                      9.7

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12. If the building can not be re-entered, the Office of Pupil Transportation must be notified 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.

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**Section 9 Procedures & Assignments**

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**9.8****B. Bomb Threat/Suspicious Package**

1. If a suspicious package is observed, DO NOT TOUCH.
2. Notification to Head of School/designee, Regional Superintendent, LIS,RSA and the NYPD SSA.
3. PA system or Fire Drill Bell Notification, to staff alerting them of situation.
4. Decision to evacuate to be made by Head of School in consultation with NYPD SSO.
5. Notify the Emergency Information Center (EIC) (718) 935-3210.
6. Transmissions to 911 should be made via a regular telephone land line only. (DO NOT USE radios (walkie or Cell/Mobile Telephones to contact 911.)
7. Identify location, number and extent of injured. If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary.
8. If the building can not be re-entered, evacuated students and staff are to be sent to the Evacuation Location with attendance information as prescribed in the School Safety Plan.
9. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
10. S.S.A.s will secure the area affected.
11. No one is to re-enter the building/affected area without authorization from appropriate agency.
12. If the building can not be re-entered, the Office of Pupil Transportation must be notified 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.
13. Assure that the enclosed Bomb Threat Checklist is completed at an appropriate time.

## Section 9

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## 9.9

## C. Hazmat (Hazardous Material/Building Collapse/Explosion)

1. Notification to Head of School/designee, Regional Superintendent, LIS,RSA and the NYPD SSA.
2. PA system or Fire Drill Bell Notification to staff alerting them of situation.
3. Evacuation of students and staff, as needed, to the Evacuation Location with attendance information as prescribed in the School Safety Plan.
4. Notify the Emergency Information Center (EIC) (718) 935-3210.
5. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation with the exception of the contaminated area.
6. SSA's will secure the area affected.
7. Identify location, number and extent of injured, If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary.
8. No one is to re-enter the building/affected area without authorization from appropriate agency.
9. If the building can not be re-entered, the Office of Pupil Transportation must be notified 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. Notification to Head of School/designee, Regional Superintendent, LIS,RSA and the NYPD SSA.
2. Follow the "Intruder Procedures" as outlined in the School Safety Plan.
3. Decision to evacuate to be made by Head of School in consultation with NYPD/SSD.
4. Notify the Emergency Information Center (EIC) (718) 935-3210.
5. Evacuate the premises following the Egress Route(s) outlined in the School Safety Plan.
6. Evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in the School Safety Plan if the building can not be re-entered.
7. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
8. Floor Plans are to be readily available in the Head of School's Office, Library, Custodian's Office, Security Office and Neighboring School(s).
9. Identify means of communicating with perpetrator(s) e.g. Telephone, Pax Phone or PA system.
10. Identify location of shooter(s). If possible identify the number and names of shooter(s). If possible retrieve the pedigree of shooter(s) with home contact numbers.
11. Identify location, number and extent of injured. If possible retrieve the pedigree of victims with home contact numbers and make notifications as necessary.
12. SA and Head of School will notify their respective Supervisors and arriving agencies, with pertinent and vital information.
13. If the building can not be re-entered, the Office of Pupil Transportation must be notified 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. Notification to Head of School/designee, Regional Superintendent, LIS, RSA and the NYPD SSA.
3. Make parental/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. Notify the Emergency Information Center (EIC) (718) 935-3210.



7. SSA/Principal will notify respective Supervisors and arriving agencies with pertinent and vital information.
8. 8. Contact NYPO/SSD Operations Center at (718) 730-8588 with the information.

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**Section 9 Procedures & Assignments**

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**9.10****F. Fire Emergency**

Whoever locates the fire should activate the fire alarm and immediately notify the school's main office and the NYPD SSA of the location of the fire.

1. The Principal/Designee should implement the fire evacuation plan immediately.
2. Call the Fire Department IMMEDIATELY.
3. Notify the Emergency Information Center (EIC) (718) 935-3210.
4. SSA I Head of School will notify respective Supervisors and arriving agencies, with pertinent and vital information.
5. Identify location, number and extent of injured. If possible retrieve the pedigree 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 sent to the Evacuation Location as identified in the Safety Plan.
8. If the building can not be re-entered, the Office of Pupil Transportation must be notified 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 oil-fired plants, 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
  - b. 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 would be eliminated and the fire should be confined to
  - e. one section.
  - f. When the fire is extinguished, recharge all used fire extinguishers immediately.

**G. Fire Drills**

Our mutual concern for the safety of our students underscores the need for schools and districts to develop programs for fire safety and prevention. These regulations address fire drill procedures and requirements and include guidelines for school fire prevention safety. Frequent unannounced drills with proper leadership and discipline help ensure safe evacuation in the event of an actual emergency. Plans for Fire Drills should be prepared and information posted in conspicuous locations throughout the schools.

**1. 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.

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**Section 9 Procedures & Assignments**


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9.11

**2. Frequency and Monitoring**

- a. i. AS REQUIRED BY STATE LAW, THE PRINCIPAL SHALL HOLD FIRE DRILLS NO LESS THAN TWELVE TIMES IN EACH SCHOOL YEAR, EIGHT OF WHICH SHALL BE HELD PRIOR TO DECEMBER FIRST. 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.
- ii. In buildings with fire escapes, at least four of the drills shall include the use of such escapes.
- iii. 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.
- b. A record and evaluation of each fire drill shall be maintained.
- c. All fire drill reports completed by Heads of School are to be entered in the DOE online Fire Drill data entry page.

**NOTE:** (In a Campus setting or in a school that hosts other programs, the building/host principal is responsible for entering drills for the campus/school.)

**3. Guidelines**

- a. All students and staff in the school must obey fire drill signals and regulations.
- b. Equal emphasis should be placed on evacuating the school in a quick and orderly fashion. No running or horseplay shall be tolerated.
- c. 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 dosing off the exit area during the fire drill.)
- d. 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.
- e. Instructions involving fire drills and evacuation paths to be used shall be posted in every classroom, auditorium, and cafeteria. (Note: Fire Drill Posters—25 per package—can be obtained by ordering item #11-25-2590-007 from the Office of Purchasing and Management, at 718-935-3000.)
- f. 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.
- g. Teachers shall bring with them attendance information to ensure the safe evacuation of all students.

**H. 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 Head of School 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

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- b. Staff should be aware of the location and proper use of fire extinguishers and other fire fighting apparatus. The Head of School 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 openable 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.

#### I. Disasters (Sheltering-in)

Protocols for remaining in your school during a disaster or crisis that occurs outside of the school building:

There will be times when the appropriate response to a disaster may require that emergency responders direct that your students and staff remain within the school building. This process which is often referred to as sheltering-in may require that you identify a location in your 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 an area that is lower than the first floor and away from the main entrance of your 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 you are asked to move to remains free from the dangers outside of your school building.

While you are only mandated by law to conduct fire drills on a yearly basis, we urge you to meet with your school safety committee to discuss and develop plans to prepare your students and staff for events that might require use of the sheltering-in concept.

## Section 9

## Procedures &amp; Assignments

9.13

## J. AED (Automated External Defibrillator) Procedures

According to New York State Education Law 917, all public schools must provide and maintain AED equipment in quantities and locations adequate to ensure ready and appropriate access for use during emergencies. Whenever public school facilities are used for school sponsored or school approved curricular or extracurricular events or activities and whenever a school-sponsored athletic contest is held at any location, the public school officials and administrators must ensure the presence of at least one staff person who is trained in the operation and use of an AED. Where a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials shall assure that AED equipment is provided on-site.

Public school facilities and staff are deemed public access defibrillation (PAD) providers and are subject to the requirements and limitations of this definition.

1. Training
  - a. Trained personnel should have work schedules that ensure constant coverage when school building is open. Any staff volunteer may receive training, but administrators, custodians, secretarial staff, and other staff who are not assigned to classrooms are recommended.
  - b. Each school should ensure that at least six school personnel are trained. Schools that have fewer than six staff members in total must train at least one, and should train two.
  - c. All coaches of intramural sports must be trained.
  - d. Training is voluntary and provided by the Department of Education, and may be arranged at the DOE website.
2. Training certification must include successful performance of use of the AED, CPR for adults, children, and infants, and choking procedures for adults, children, and infants. Acceptable certification must be provided by an agency approved by New York State, and have a period of no less than two years.
3. Contact Person
  - a. Each principal must designate a contact person to coordinate all AED activities at the school.
  - b. The AED contact must have a work email address that he or she checks daily and responds to. Do not designate a person without access to a computer at work, or with a personal email address (e.g. AOL, hotmail, or yahoo).
4. Equipment Placement & Maintenance
  - a. Every school must have an unlocked cabinet containing a functional AED mounted at the main entrance to the school near the school safety post, where it is clearly visible and accessible to the public.
  - b. Wall cabinets are to be mounted in hallways where they are accessible in the event of an emergency. No cabinet may be mounted in a room that is not generally accessible-under no circumstances may a cabinet be mounted, or a school unit stored, in a room with a door that has a lock.
  - c. Representatives of the Department of Education's contracted company, Cardiac Science, will determine whether schools require more than one AED, and will recommend locations of 2nd or greater unlocked cabinets.
  - d. All PSAL Coaches and Athletic Directors are issued portable AED's to be carried to all athletic games, practices, and scrimmages. Except during athletic events, these AED's are to be kept inside at room temperature. AED's are not to be stored overnight in vehicles.
  - e. The contact person at each school will receive a monthly email directing him or her to perform a visual check of the unit(s) at the school. The contact person must verify that the AED(s) is present and is not displaying an alarm.
  - f. Three times per year, representatives of Cardiac Science will visit the school to perform maintenance and service on the school's unit(s).

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5. Security
  - a. Because AED's must be maintained where they are accessible, they are less secure than other school equipment.
  - b. If an AED is lost or stolen, the school or the person to whom it is assigned must
    - i. report the loss or theft to the local police precinct and obtain a report number
    - ii. inform the Office of Related and Contractual Services (ORCS) of the loss, including the serial number of the AED and the police report number
  - c. Lost or stolen AED's will be replaced at no cost to the school. After reporting the loss to ORCS and providing the required documentation, schools will be informed of the procedure for replacement of the equipment.
6. Drills
  - a. Each school has an AED Site Response Plan, as generated in the school safety plan, indicating the steps to be performed during a serious medical emergency.
  - b. Every school must issue a copy of the AED Site Response Plan to all employees, and must post it prominently in the school.
  - c. Twice a year representatives of Cardiac Science will make unannounced visits to the schools to perform drills of the AED Site Response Plan. Schools may not receive advanced warning of these visits, and cannot re-schedule them.
  - d. Each school will be evaluated on its emergency readiness during each drill, on a scale from 1-10.

Section 9 Procedures & Assignments 9.15

**Internal Communications**

Each school must have an internal communication system. All staff members should have knowledge of the established procedures and have access to the system in case of emergencies. The communication system should facilitate the flow of information from staff members to the administration and from the administration to staff members. The use of a public address system and/or an intercom system are examples of appropriate mechanisms. If your school is equipped with both of these in, and if they are in good working condition, they may serve as your "Communication System". However, if your site is not equipped with at least this level of technology each site must create protocols designed to meet their individual needs. For example, a specific protocol that might be developed may utilize a color-coded emergency pass. A student may bring the pass to the nearest office where an adult would be available to respond to the emergency.

In case of an emergency and/or assistance is required, the school intercom system will be used to call a designated

Does this site have an internal intercom system? Yes  
Do all staff have access to the internal intercom system? Yes

The phone number for the internal intercom system is (718) 782-9830

**911 Protocols**

911 can be dialed from any phone in the building(s) included on this plan.

Dialing prefix: 9

**Warden Assignments**

To assist with emergencies that require an evacuation, each floor of a school building must be assigned a designated Floor Warden. A Deputy Warden may assist him/her in their duties if staffing levels in the school permit such a designation. Those persons who are designated as Wardens and Deputy 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 Wardens and Deputies 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, Wardens should ensure that all persons in the school are evacuated to safe areas. A search must be conducted of the lavatories and classrooms to ensure that all students and personnel are out of the building. It is recommended that principals designate a number of staff persons to serve as "floor searchers" to promptly and efficiently assist in the performance of this duty. As soon as practical, floor wardens should notify the Head of School and the assigned School Safety Agent 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. It is therefore recommended that principals and site administrators 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. To aid in this process, it is recommended that all persons who are designated as floor wardens be required to sign in on a "floor warden" logbook at the start of their workday. This logbook will become an easy reference for administrators in the event of an emergency.

It is suggested that those persons who serve as floor wardens be provided with some means whereby they can be clearly identified during an emergency e.g. armbands; baseball caps etc.

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The Head of School has designated the following persons, minimum of two (2), to act as “Wardens” for the entire school site:

<b>Name</b>	<b>Title</b>	<b>Floor/Post/Area</b>
Ms. Bel Madera	Finance Manager	8th Floor
Ms. Shante Martin	Academy Leader	7th Floor
Mr. Kevin Morris	Academy Leader	6th Floor
Ms. Rosa Yenque	Operations Associate	5th Floor
Mr. Charisse Johnson	Youth Development Manager	4th Floor
Ms. Melissa Wade	SNAS Coordinator	3rd Floor
Ms. Natasha Robinson	Student Life Associate	2nd Floor
Ms. Tina Flatt	Security Officer	1st Floor
Ms. Tiffany Pratt	Student Life Associate	8th Floor
Ms. Tijuana Martin	Security Officer	7th Floor
Mr. Earl Nedd	Security Officer	6th Floor
Mr. Maurice Fernandez	Security Officer	5th Floor
Ms. Tamara Riley	Security Officer	4th Floor
Ms. Danette Varone	Security Officer	3rd Floor
Mr. Kirk Reynolds	Security Officer	2nd Floor
Mr. Leonard Myers	Security Officer	1st Floor
Mr. Alberto Cruz	Security Officer	Mezzanine

The wardens are expected to disseminate information to the Head of School(s) and to aid in the orderly flow of traffic during rapid egress/emergency conditions.



**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/site. 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/site.

During a Fire/Drill, Bomb Threat or Neighborhood Disaster or any Other Emergency requiring evacuation the following egress/alternate egress routes will be in effect

NOTE: Exit(s) & Street(s) and Alternate Exit(s) & Street(s) are required below. Failure to include this information will result in the plan being disapproved. Include Cafeteria/Lunchroom and Auditorium in the list of rooms/exits.

**Main Building**

Please see attached floor plans

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**Evacuation Post Assignments**


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Each classroom teacher will leave with and continue to supervise his/her assigned class. School Safety Agents should report to their respective emergency assignment(s). The following persons will report to a designated post to ensure complete evacuation of the area and report updated information to the Wardens.

Floor/Area/Post	Primary Staff Member	Alternate Staff Member
8th Floor Stair B	Katie Manion	Donald Brusca
7th Floor Stair B	Shante Martin	Ami Valentin
6th Floor Stair B	Maurice Fernandez	Jessica Weinreb
5th Floor Stair B	Rosa Yenque	Renee DeLyon
4th Floor Stair B	Charisse Johnson	Angie Helliger
3rd Floor Stair B	Alberto Cruz	Melissa Wade
2nd Floor Stair B	Natasha Robinson	Larry Balthazar

## Section 9 Procedures &amp; Assignments

9.18

**Evacuation Locations**

In the case of an emergency, students and staff from each school will be evacuated in keeping with the designated locations in the school safety plan. These locations, where possible, will provide shelter to students and staff. They must also provide access for school administrators to communicate with the Regional Superintendent's Office and the Emergency Communications/Command Center. 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.

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.

**84K473 – Williamsburg Charter High School**

198 Varet St.  
Brooklyn, NY 11222 (718) 782-9830

<b>Primary</b>	<b>DOE Site</b>	<b>Floors, Grades and No. of People</b>
859	14K614 Young Women's Leadership 325 Bushwick Ave. Brooklyn, NY 11211 (718) 387-5641	Floors 1-8 Grades: N/A No of People: 1,136
<b>Secondary</b>	<b>DOE Site</b>	<b>Floors, Grades and No. of People</b>
860	14K561 Van Arsdale High School 257 North 6th Street Brooklyn, NY 11211 (718) 302-2306	Floors 1,2,3,4 Grades: N/A No of People: 1,136
<b>Tertiary</b>	<b>DOE Site</b>	<b>Floors, Grades and No. of People</b>
859	14K474 Progress High School 850 Grand St. Brooklyn, NY 11211 (718) 387-0228	Floors 1-8 Grades: N/A No of People: 1,136
<b>Out of Area</b>	<b>DOE Site</b>	<b>Floors, Grades and No. of People</b>
867	24Q485 Grover Cleveland 2127 Himrod Street Ridgewood, NY 11385 (718) 381-9600	Floors 1,2,3,4 Grades: N/A No of People: 1,136

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**Section 9 Procedures & Assignments**


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**9.19****Emergency Communications/Command Post**

For most situations a command post must be established. This command center will co-locate school and outside agency (NYPD, FDNY) decision makers. A primary location, usually Head of school's office, and an alternate location in the event the primary is unusable (crowds) or becomes unsafe, are to be planned for and identified.

The primary and any alternate command post locations must have telephone communications available.

The primary indoor command post will be:

Room: 415

Description: Head of School's Office

The alternate indoor command post will be:

Room: 123

Description: Attendance Office

The Head of School or a designee must be located at the command post at all times to make decisions based on the situation and to facilitate recommendations from emergency response officials. It is critical that the administrators be able to communicate with the public safety agency officials at the command post as well as with Department of Education personnel.

In instances of a serious nature that necessitate evacuation, and where the facility has become totally unusable, the emergency Communication/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, the Regional Office, the NYPD/School Safety Division and the parents/guardians.

To the extent possible, every effort should be made to identify a predetermined area/location for such an emergency. This area/location should be determined in consultation with the Superintendent and local precinct C.O./designee.

However, it is likely that the Emergency Responder primarily responsible for handling the specific emergency, i.e., NYPD, Fire Department, Mayor's Office of Emergency Management. will designate the location for this Emergency Communications/Command Center.

The area/location for this meeting place will be: 850 Grand St., Brooklyn, NY 11211- Auditorium

**Emergency Response Teams**

Each school is required to designate response teams to be available both during and after a serious incident. These teams may include school personnel, law enforcement officials and counselors. Schools may include the Regional staff that is utilized during serious situations. This school's Response Team is comprised of the following individuals:

Role	Name	Phone Number
Assistant Team Chair	Mr. Raymond James	(718) 782-9830
Coordinator of Counseling Services	Mr. Justin Morris	(718) 782-9830
Team Secretary	Ms. Tamisha Johnson	(718) 782-9830
Team Chair	Ms. Valerie Jacobson	(718) 782-9830

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Section 9                      Procedures & Assignments                      9.19

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**Chain of Command**

The Chain of Command, as set down in the Safety Plan, will be used during an emergency. All individuals will be notified and carry out their specific duties and responsibilities as directed by the Head of School/Supervisor of the facility.

Position	Name	Title	Home Phone
1	Valerie Jacobson	Head of Operations	on file
2	Lester Samson	Academy Leader	on file
3	Kevin Morris	Academy Leader	on file

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**Section 10****School Safety Plan Addenda****10.1**

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The School Safety Plan that you have just completed is intended to provide authorized personnel at the New York City Department of Education, New York City Police and Fire Departments, as well as other city agencies with information that is critical to an emergency response, and to ensure that schools operate in a safe manner.

The School Safety Committee may add items not addressed in the body of the School Safety Plan as an addendum. The items should be school specific and based upon assessments and needs of each site. Procedural memorandum or protocols developed specific to your school that are not already addressed in the plan may be listed below. For example, if your committee has developed specific procedures addressing the student removal process or designed an In-House Suspension program, either may be added to your plan. Please do not include any information or statements that are already gathered in the plan itself.

Addenda will be kept on file in the school with the hard copy of the School Safety Plan. Addenda may be reviewed by the Regional Safety Administrator or the N.Y.P.D. and do not supersede or amend any Regulation of the Chancellor or other official policy of the New York City Department of Education governing school safety. Such regulations and policies should not be included within Safety Plans or addenda as they are separately in force and effect may have entirely different enforcement, approval and modification mechanisms; and may be beyond the proper scope of Safety Plans developed under a collectively negotiated process.

**No addenda have been listed for the School Safety Plan.**

### Committee Members

At a minimum, the following people (as per Chancellor's Regulation A-414) are required to be on the School Safety Committee:

1. Principal of the host building
2. Principal(s)/designee(s) of any other schools/programs/academies operating at this site
3. U.F.T. Chapter Leader(s)
4. Parent Association President/designee
5. School Safety Agent(s)
6. NYPD Precinct C.O./designee
7. Custodial Engineer/designee

The following individuals are listed as members of the Williamsburg Charter High School School Safety Committee:

Name	Title	Program
Ms. Tanishia Williams	Head of School	Williamsburg Charter High School
Ms. Valerie Jacobson	Head of Operations	Williamsburg Charter High School
Sergeant Harris	NYPD Precinct School Officer	NYPD
Ms. Tamisha Johnson	Safety Coordinator	Williamsburg Charter High School
Ms. Shante Martin	Academy Leader	Williamsburg Charter High School
Mr. Raymond James	Manager of Safety & Facilities	Williamsburg Charter High School
Ms. Florence King-Inneh	School Nurse	Department of Health

**NOTES:** All Programs/Schools in operation within the building must be represented on the committee. Refusal to sign the plan on the Endorsement Page, by members of the above School Safety Committee, without addressing the issue at the School Safety Committee level, will not preclude the plan from being submitted and approved, if there are issues that cannot be settled at the committee level a formal grievance should be filed and mediated.

### **Staff Development**

The SAVE Legislation calls for the annual school safety training for staff and students. The Safety Committee should be the group that develops the scope of the training and designs an implementation plan. The extent of this committee's responsibilities range from the annual review, development and dissemination of the School Safety Plan, which includes in part the procedures for fire evacuation and fire drills, the protocols for responding to bomb threats, intruders or other extraordinary occurrences, to the development of protocols for removal of disruptive students and student suspensions. Committee members should also be involved in designing programs that may assist staff and students in crisis response, in the development of mediation and conflict resolution programs, or in proposing appropriate activities to address student needs.

#### **Proposed Committee Meeting Dates**

The School Safety Committee meetings must be held monthly. The School Safety Committee will meet as a team, on the dates listed below, in compliance with Chancellor's Regulation A-414:

2018

8/28/18

9/26/18

10/17/18

11/28/18

11/22/18

12/19/18

1/16/19

2/27/19

3/20/19

4/17/19

6/5/19

Attendance and agendas for each meeting are being collected in the Safety file.