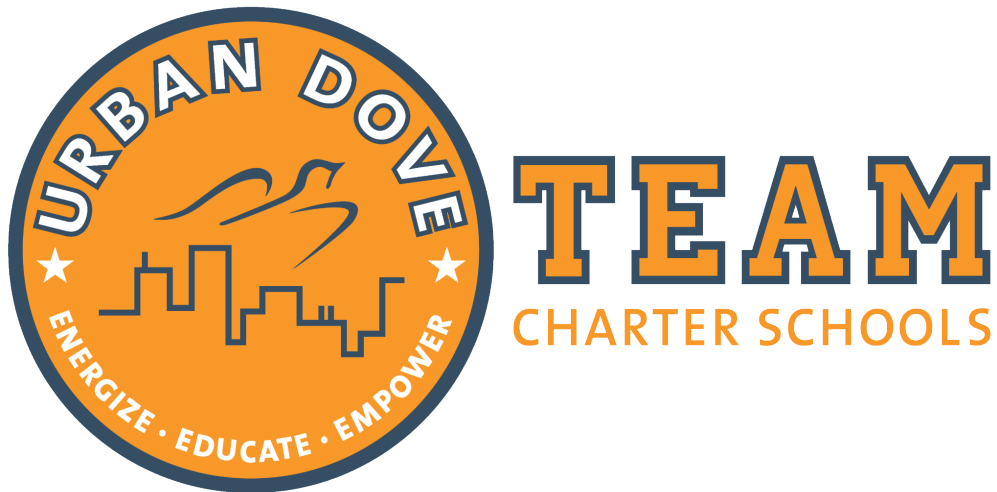


**URBAN DOVE TEAM CHARTER SCHOOLS  
DISTRICT SAFETY PLAN  
2023-2024**



\*Approved June 2023

# PART ONE: DISTRICT WIDE SAFETY PLAN

## 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, Charter Schools are required to have both District and Building Level Project SAVE School Safety Plans. This document is Urban Dove Team Charter Schools' (UD Team Network) combined District-wide Project SAVE School Safety Plans—with the confidential details of the Building Level Plan included as a separate Appendix for each school (Bronx and Brooklyn).

UD Team Schools supports the Save Legislation, and intends to engage in a robust planning process as soon as it is practicable. This planning process will include meetings with parents, 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 for input.

The UD Team School Safety Plan was developed by the UD Team Building Response Team-which includes students, family, staff, and local emergency agencies.

Our goal 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.

Plans will be produced for the following (multi-hazard) situations: Fire, Intruder Alert, Bomb scare, Medical Emergency, Gas Leak, Civil Disturbance and will include plans for Rapid Dismissal.

### ***Key School Data:***

	<b>UD Team Brooklyn</b>	<b>UD Team Bronx</b>	<b>Urban Dove CMO</b>
Address	1256 East 21st Street Brooklyn, NY 11210	671 Prospect Avenue Bronx, NY 10455	21-21 41st Avenue Suite 2D Long Island City, NY 11101
Phone	718-783-8232	718-682-3775	212-244-2131
Email	brooklyn@urbandove.org	bronx@urbandove.org	info@urbandove.org
School Leader	Christopher Barfield	Melissa Morales	Jai Nanda
Student Count	305	305	N/A

Staff Count	72	72	15
Transportation	MTA	MTA	MTA

## **SECTION I GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

### ***PURPOSE***

The UD Team School Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Directors of UD Team (the 'Board'), a UD Team School Safety Team was created and charged with the development and maintenance of a UD Team School Safety Plan ('Plan'). This Plan includes input from parents, students, staff, and school safety and other personnel.

The Plan was developed by the Building Response Team (BRT) through a series of meetings attended by constituencies outlined above, following Safety Plan guidelines distributed by NYSED. The BRT will review emergency response plans with security professionals and consult with other schools with high quality SAVE plans to ensure feasibility and thoroughness.

Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and well thought through planning. We will conduct table-top and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

### ***CONCEPT OF OPERATIONS***

The initial response to all emergencies at UD Team will be by the Core Building Response Team. Upon activation of the Core BRT local emergency officials and the Board of Directors will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required.

The Core BRT will also serve as the Emergency Response Team and Post Incident Response Team.

### ***SCHOOL SAFETY PLAN***

The UD Team Building Response Team is comprised of, but not limited to, representatives from the Board of Directors, Administration, Parents, Students, Faculty, School safety personnel, and other school personnel as

The UD Team Building Response Teams are composed of, but not limited to, representatives from the Board of Trustees, Leadership, Staff, Students, Families, and Community Agencies. Within the Building Response Team is a Core School Safety Team that will coordinate the preparation and maintenance of the School Safety Plan, and in the case of an incident, serve to provide initial assessment and coordination of the full team as required. The UD Team BRT Leader, along with the Core School Safety Team (Special Needs coordinator, Incident Assessor, Emergency Officer, Assembly Point Coordinator and Reporter) will be the main decision making body in the event of an emergency. All school-wide emergencies (Fire, intruder, bomb threat, etc.) should be immediately reported to the office of UD Team School Leader. If time permits, the School Safety Core Team will convene to determine an appropriate course of action. Should events require an immediate response, emergency action authority resides with the School Leader or official designee.

### ***ACCESS TO FLOOR PLANS***

A set of floor plans and a diagram indicating School Evacuation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of the BRT Planning process. Every member of the BRT will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official BRT Binder (maintained by the Operations Manager, and kept in the Main Office).

### ***PLAN REVIEW AND PUBLIC COMMENT***

Pursuant to Commissioner's Regulation Section 155.17(e)(3), a summary of this Plan was made available for public comment at least 30 days prior to its adoption. We included representatives of all key School constituents and interested parties in the development and review of this plan, including a review at our first PTA Meeting. The Plan was formally adopted by the Board. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted and the Plan approved. After 2012, the required annual review will be completed on or before July 1 of each year after its adoption by the UD Team Board of Directors.

In accordance with the August 2011 Amendment to Section 155.7, certain sections of our Safety Plan with response action detail and private contact information will remain confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. Full copies of the Building-Level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.

The Plan will be reviewed periodically during the year and will be maintained by the Core BRT.

## **SECTION II RISK REDUCTION/INTERVENTION STRATEGIES**

### ***PREVENTION/INTERVENTION STRATEGIES***

UD Team believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Drills/Exercises/ Student Training, School Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency contact information as per the below:

#### ***PREVENTION PROGRAMS***

- Programs: anti-bullying programs, violence prevention meetings, conflict resolution sessions and peer mediation, mentoring programs, forums for students concerned about bullying/violence, establishing anonymous reporting mechanisms for school violence/ bullying.
- UD Team will also create a positive, safe learning environment for students by implementing a community service program and by creating school schedules that minimize potential for conflicts or altercations.

#### ***BUILDING PERSONNEL TRAINING***

- In preparation for planning and executing drills, the Building Response Team will review information/guidance on the NYSED and New York State Center for School Safety websites as well as Safety Plans from other schools.
- When hiring school safety/security personnel, the School will ensure all personnel have the appropriate background (experience and training) to fulfill their role, including training in how to de-escalate potentially violent situations.
- The School will review the details of its Safety Plans with all faculty and staff prior to school opening (including all plan logistics, roles and responsibilities, and back up plans), 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.

- At least one Safety Team member will attend school safety training offered by the NYC DOE and share learning with the entire School Safety Team.
- Two members of the UD Team Safety Team will take CPR and AED training.
- UD Team staff members will take Violence Intervention training

### ***DRILLS / EXERCISES/ STUDENT TRAINING***

- The BRT will conduct 'tabletop' exercises – playing through the execution of each of our multi-hazard plans using an actual school and neighborhood layout diagram.
- The School will review all emergency response plans with students within the first 2 weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- The School will conduct mandated actual safety drills that test components of the School Safety Plan. These drills will be conducted in coordination with local emergency response and preparedness officials, as follows: The School will schedule the dates and times of drills with local officials;

### ***IMPLEMENTATION OF SCHOOL SECURITY POLICIES AND PROTOCOLS***

School Safety/Security roles at UD Team are expected to be as follows:

- School Security: 1 dedicated security guard, located as follows:
  - At start and end of the school day there will be a security guard at the front door
  - During the school day, a security guard will be located at the front door
- Hall monitors: Operations Assistants, Staff and Leadership will monitor hallways before and after school, and during class change times.

Other School safety protocols include:

- Only the front door of the school will be open at the start of day.
- All school visitors will be required to show identification upon entering the school building, and to wear a visitor tag while in the school.
- The School will have security cameras located at the front entrance and throughout the building.
- The School will have Student and Staff ID cards.
- There will be a security audit conducted within the first 2 months of the school year.
- All staff members will be provided with Two-Way Radios to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

### ***COORDINATION WITH EMERGENCY OFFICIALS***

The Director of Operations (building Response Team Lead) will contact local emergency officials to review Emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills.

### ***MAINTENANCE OF VITAL EDUCATION AGENCY INFORMATION***

An updated School Staff contact list (with cell phone numbers) will be maintained by the Operations Manager and placed within the School "Emergency/Safety" Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information

for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). Next to that binder will be a ‘Student Emergency Contact Binder’ with Emergency Contact sheets for each student.

**EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS**

Expert guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff in August as part of the School Safety Plan review. These Guidelines will be given to Parents in late August/early September at the start of school parent conferences. An age appropriate version of the guidelines will be discussed with students within the first month of school as part of the Anti-Bullying section of the School Advisory Program.

**HAZARD IDENTIFICATION**

Through a walk-through and in consultation with local police and School Security staff, as part of developing the School Safety Plan, the School Safety Team identified the following potential emergency sites and situations:

Potential Emergency Site	Related Potential Emergency Situation
School Building (particularly in stairwells, gym, cafeteria, and bathrooms)	Student Confrontation; Medical Emergency; Intruder
Athletic Fields and Private SBYD Facilities (Prospect Park; Von King; Salvation Army; Basketball City)	Student Confrontation; Medical Emergency; Intruder
MTA Bus/Train	Student Confrontation; Medical Emergency; Intruder, Motor Vehicle Accident
Private Buses	Student Confrontation; Medical Emergency; Intruder, Motor Vehicle Accident
Off-site Field Trips	Student Confrontation; Medical Emergency; Intruder

**SECTION III: RESPONSE**

**ASSIGNMENT OF RESPONSIBILITIES**

The chain of command at UD Team in the case of emergencies is as follows:

1. School Leader
2. Director of Operations
3. Director of Youth Development

**CONTINUATION OF OPERATIONS**

- In the event of an emergency, the Director of Operations will serve as Incident Commander. The School Incident Commander may be replaced by a member of the local emergency response team
- A relinquishing command, the School Leader or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

- The school will follow the Chain of Command outlined above to ensure continuity of operations.

### ***NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMMUNICATIONS)***

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- School Phone system
- Cell Phones of School Safety Team and staff
- Walkie-Talkies (supplied to School Safety Team members)
- Bull Horns
- Whistles
- Email
- Text messaging
- Local media

Standard notification protocol will be for:

- Notification of an incident or hazard development to the School Leader as soon as possible following its detection
- In the event of an emergency, the School Leader or BRT Lead will notify all building occupants to take appropriate protective action

Also - upon the occurrence of a violent incident, the School Leader will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School "Emergency/Safety" Binder in the Main Office. The School Leader will also have a soft copy of this document on file, and a hard copy in their office.

In the event of disaster or violent act, as necessary the School Leader will also notify the Board of Directors via phone, and all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.

As necessary, the School will notify parents of a violent incident or early dismissal through use of the One Call System and/or email/ and/or an Advisory phone chain (faculty member calls all parents within their Advisory). Parent contact information will be maintained on Student Emergency Contact forms, and with a school-wide email group. The One Call System will also be maintained with current family/parent/guardian contact information.

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

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

### ***SITUATIONAL RESPONSES***

Plans are in place, and detailed in the appended, separate Building Level Response Plan document for:

- Multi-Hazard Response
- Fire
- Intruder in the Building
- Medical Emergency
- Threat of Violence (by student, staff, visitor, other)
- Explosive/ Bomb Threat
- Hostage/ Kidnapping
- Civil Disturbance
- School Bus Accident
- Gas Leak
- Hazardous Material
- Biological Threat
- Radiological Threat
- Epidemic

The school will also provide violence de-escalation and early warning sign identification training to all staff within the first month of school.

***RESPONSE TO ACTS OF VIOLENCE***

The below plan is in keeping with the School’s Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

- Injured parties will be taken care of
- Offending individual will be contained
- School Leader, in consultation with the Director of Student Support and Director of Operations, will determine the level of threat
- As required:
  - The immediate area of the act will be isolated and/or evacuated
  - Lockdown procedures will be activated
  - Local law enforcement agencies will be notified
- Situation will be monitored and response adjusted as necessary
- As necessary
  - Initiate early dismissal
  - Initiate shelter or evacuation procedures

***PROTECTIVE ACTION OPTIONS***

Situation	Plan
School Cancellation	<ul style="list-style-type: none"> <li>▪ Monitor situation that may warrant school cancellation (School Leader)</li> <li>▪ Make cancellation determination</li> <li>▪ Inform Families/Students</li> <li>▪ Inform Staff</li> <li>▪ Inform Board</li> <li>▪ As necessary, inform other parties (e.g. shared school)</li> </ul>



Early Dismissal	<ul style="list-style-type: none"> <li>▪ Monitor situation that may warrant early dismissal (School Leader)</li> <li>▪ Make early dismissal determination</li> <li>▪ Agree time to send early dismissal signal (intercom)</li> <li>▪ Contact Transportation providers and make required arrangements</li> <li>▪ Inform Families/Students</li> <li>▪ Inform Staff</li> <li>▪ Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>
Evacuation (before, during and after school hours)	<ul style="list-style-type: none"> <li>▪ Determine level of threat</li> <li>▪ Contact Transportation providers and provisionally make required arrangements</li> <li>▪ Clear all evacuation routes and sites</li> <li>▪ Evacuate staff and students to prearranged evacuation site</li> <li>▪ Account for all students and staff populations. Report any missing persons to School Leader</li> <li>▪ Make determination regarding early dismissal</li> <li>▪ If dismiss early, contact families/transportation providers for pick up</li> <li>▪ Ensure adult/continued school supervision/security</li> <li>▪ Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>
Movement to Sheltering Sites	<ul style="list-style-type: none"> <li>▪ Determine level of threat</li> <li>▪ Confirm sheltering location, depending on nature of incident</li> <li>▪ Evacuate staff and students to pre-arranged sheltering site</li> <li>▪ Account for all students and staff populations. Report any missing persons to School Leader</li> <li>▪ Make determination regarding early dismissal</li> <li>▪ If dismiss early, contact families/transportation providers for pick up</li> <li>▪ Ensure adult/continued school supervision/security</li> <li>▪ Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>

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

For all Situations:

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

***ARRANGEMENTS FOR OBTAINING EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENT***

As necessary, the School Leader will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/ Safety Plan Binder.

Soft and hard copies of this contact information will be maintained by the School Leader and Director of Operations in their offices.

A record will be maintained of all Local Government Emergency Assistance requests and responses.

### ***PROCEDURES FOR OBTAINING ADVICE AND ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS***

As necessary, the School Leader will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. Contact names and numbers for all relevant local government officials and agencies, and the Red Cross will be maintained in the School Emergency/ Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the School Leader and Director of Operations in their offices.

A record will be maintained of all Local Government Officials and Agencies requests and responses.

### ***SCHOOL (DISTRICT) RESOURCES AVAILABLE FOR USE IN AN EMERGENCY***

The following school resources are available in case of an emergency:

- Cell Phone
- Two-Way Radios
- Tool Box
- First Aid Kit
- Flashlight
- Moving Carts

### ***SECURITY OF CRIME SCENE***

The Director of Operations (Building Response Team Leader) or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.

No item shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency.

Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

## **SECTION IV: RECOVERY**

UD Team Recovery (Post Incident Responses) will include, but not be limited to:

#### ***Short term:***

- Mental health counseling for staff and students
- Building security
- Facility Restoration
- Post Incident Critique
- After the recovery stage of any incident, the UD Team Safety Team will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.

#### ***Long Term:***

- Mental health counseling for staff and students

- Building security
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

Note that the UD Team School Safety Team has coordinated with statewide plans for disaster mental health services to ensure that the School has access to federal, state and local mental health resources in the event of a violent incident.

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