

**South Bronx Charter School for International Culture and the Arts
School Safety Plan**

Academic Year 2023-2024

| Address Information (Main Building) | | Telephone Information | |
|--|--|-----------------------------|--|
| Street Address: 164 Bruckner Blvd. Bronx, NY 10454 | | Main Phone: 718-292-5737 | |
| City/State/Zip | | Fax Number: 718-292-1205 | |
| Cross Street: Cypress and 133 Street | | | |

1. Emergency Communications/Command Center

In certain instances of a serious nature, which necessitates evacuation, and the main building has become inaccessible an Evacuation Location should be set up to ensure the safety of the students and staff. This is done to organize the gathering and disseminating of information and to keep the lines of communication open between the school's administrators and parent/guardians. This Evacuation Location cannot be within the building that has just been deemed unusable.

2. Internal Communication:

The School will utilize the internal intercom system, the phone system and cell phones, furthermore, the security guards use walkie-talkies. All will be used to notify internal staff of a disaster or act of violence. The staff will be informed of what actions will be taken. In the event of a violent incident or an early dismissal, parents will be notified via text by utilizing the School Messenger2 automated notification system, and by phone tree utilizing the emergency contact cards.

Relationships have been established with the Police Department and the Fire Department and there will be continuous outreach to these agencies. The school recognizes that many different types of emergency situations may arise resulting in specific responses.

3. Notification of Parents and Families Includes:

Notification of safety plan through parent handbook and memos: Phone calls based on student emergency contact cards; emergency contact list will be called by the designated emergency response members. Weather related notification will follow the local school district.

4. Notification to External Entities:

Quick and accurate contact with the appropriate law enforcement agencies is essential in the event of a violent incident. The school will build relationship and continue to reach out to these agencies and encourage their participation in school safety related issues. Staff and students will be encouraged to report potentially violent incidents as follows:

Students will report verbally in person, by telephone calls or in writing to any adult in the building who will then report to the Principal or designee. Staff will report verbally or in writing to the Principal or designee. Anonymous reporting will be encouraged.

The Principal or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the response, violence prevention training program. Each incident will be reported and evaluated for response by the School Safety Team.

5. Limited Mobility Students

Safety Evacuation Procedures for Limited Mobility Students must be established at all school buildings. In developing specific procedures, principals are encouraged to consult with their respective fire department local battalion.

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

- a. A list of limited mobility students who would need assistance in an emergency requiring evacuation to another area inside of the building (i.e., Fire department approved "Holding Rooms" or school certified ADA areas of safe refuge for fire rescue assistance) or evacuation from the building to an outside area.
- b. A program schedule specifying where the limited mobility students are at any given time during the day.
- c. The names of individual staff persons and back-up staff assigned to each student to ensure that each student is safely removed to a holding room or to an area of safe refuge for fire rescue assistance or evacuated from the building.
- d. The designation/location of such rooms or areas, including egress routes from the building and predetermined evacuation areas outside of the building where applicable and,
- e. Attendance procedures so that each limited mobility students in attendance on any given day can be accounted for during an emergency.

6. Fire Safety Procedures

Our mutual concern for the safety of our students underscores the need for schools to develop programs for fire safety and prevention. These regulations address fire drill procedures and requirements and include guidelines for school fire prevention. 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.

FIRE DRILLS

A. Purpose

The purpose of the 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.

B. Frequency and Monitoring

1.
 - a. 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.
 - b. In buildings with fire escapes, at least four of the drills shall include the use of such escapes.
 - c. 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.
2. A record and evaluation of each fire drill shall be maintained.

C. 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 stimulate actual emergency conditions. (For example, one exit should be blocked by closing 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.
- 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. Holding rooms must be left unlocked during occupancy.
- g. Teachers shall bring with them attendance information to ensure safe evacuation of all students.

7. FIRE SAFETY (emergency procedures)

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.

Teachers and all other school staff should receive an orientation session concerning fire safety. This meeting should be devoted to fire safety and an actual demonstration of firefighting equipment should be included. Items to be covered at the meeting should include, but need not be limited to the following:

1. 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.
2. Staff should be aware of the location and proper use of fire extinguishers and other firefighting apparatus. The Principal 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.
3. Staff should be informed of regulations regarding flammable materials. Stage settings, decorations, use of electrical equipment, chemical substance in laboratories, and other potential fire hazards.
4. All school staff and students should be completely familiar with fire exit drills and evacuation plans.

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.

All exit doors must be able to be readily opened 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. Signs prohibiting use of elevators during fire drills and emergencies shall be posted near elevators and shall provide information regarding stairway exits.

8. Fire Drill Procedure

All floors will have two Designated Floor Managers to direct students. One Leader will be posted at each stairwell door. After everyone has exited it will be their responsibility to complete a sweep of the floor to ensure everyone has exited.

At the first tone of the alarm the children will be instructed to stand and line up. Upon exiting each teacher will be responsible for taking the folder containing that day's attendance sheet/student contact list and the evacuation pack which are located as you exit the classroom. The classrooms closet to the front exit doors will exit first. As the last Lead Safety Officer is exiting the building, they will ensure that everyone has exited. Once the fire drill has been completed everyone will be instructed to reenter the building in the same orderly manner. The last to exit the building will be the first to enter.