



# SCHOOL SAFETY PLAN 2018-2019

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# Heketi Community Charter School

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# **Heketi Community Charter School**

## **Introduction**

Emergencies in schools must be treated in an efficient and effective manner. Schools are at risk of acts of violence, natural, and man-made 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.

**Heketi Community Charter School** supports the SAVE legislation and will facilitate the planning process in order to be prepared, protect its students and staff and disseminate information quickly to parents and guardians.

# Heketi Community Charter School

## SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### A. Purpose

The Heketi Community Charter School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 to properly plan for and address appropriate responses to a variety of emergency situations.

### B. Vital Educational Agency Information

Heketi Community Charter School emphasizes the importance of prevention strategies such as non-violent conflict resolution training programs, peer mediation programs, and other school safety programs. At the school, pro-active prevention means creating a "community of caring", offering every opportunity for all students to be actively and successfully engaged in academics and extra-curricular activities, and to be connected to the school community through significant, healthy relationships with caring adults. The school implements all elements of Responsive Classroom, including clear behavioral expectations and consistently enforced consequences, and establishing a school climate based on responsibility and respect for oneself and others. Additionally, the school will consider implementing violence prevention programs that address the components of empathy, impulse control, and anger management skills, and offering corrective supportive intervention strategies. The following is a list of some of the many prevention strategies that may be utilized:

- Strong emphasis on zero tolerance for harassment
- Support groups facilitated by psychologists and/or school counselor for elementary children
- Conflict resolution strategies
- Buddy programs between grade levels
- Mentoring (pairing of differently-aged students)/advisory program
- Parent/child/staff surveys
- Student Support Teams
- Drama programs
- Lessons on peer-intervention taught by teachers, school counselor, psychologists
- Current events units in classrooms – analyzing violence on TV and in other media

See Appendix A for a local street map of Heketi's location.

See Appendix B for a staff directory that includes the position, email address, extension, and mobile phone number for all staff.

See Appendix C for the School's Crisis Plan with a list of home telephone numbers of key officials and local emergency services contact information

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### C. Identification and Designation of School Teams

The Heketi Safety Team is comprised of, but not limited to, representatives of the Board of Trustees, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

**School Safety Team:** Responsible for helping to identify possible risks, assist with the planning process, and assist with subsequent revisions of the School Safety Plan. The Heketi Community Charter School’s Board of Directors will appoint the School Safety Team made up of the following positions comprise the School Safety Team:

Title	Name	Role
School Director	David R. Rosas	Incident Commander School Safety Team Member
Director of Operations	Tenee Hall	School Safety Team Member
Board Chair	Tina Perez	School Safety Team Member
Faculty Member	Cristy Cuellar-Lezcano	School Safety Team Member
Parent Representative	FEC Chairperson	School Safety Team Member
School Safety Personnel	Alfredo Dones	School Safety Team Member
Local Ambulance/ Emergency Responder		Ambulance - 911

**School Emergency Response Team:** Key staff members who are highly informed and well-versed in the procedures outlined in the School Safety Plan and will act as primary coordinators for carrying out the plan in an emergency. The following staffing positions comprise the Emergency Response Team:

Title	Name	Role
School Director	David R. Rosas	Incident Commander Emergency Response Team Member
Director of Operations	Tenee Hall	Emergency Response Team Member
Instructional Specialist	Cristy Cuellar-Lezcano	Emergency Response Team Member
Operations Manager	Yolanda Marin	Emergency Response Team Member
Operations Assistant	Lameesha Jones	Emergency Response Team Member
School Nurse	Grace Kamau	
Local Law Enforcement Official		911

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Local Ambulance/ Emergency Responder		Ambulance 911
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**Post-Incident Response Team:** A group of individuals who are particularly well-prepared and skilled to assist in the recovery process subsequent to an emergency. This team includes:

<b>Title</b>	<b>Name</b>	<b>Role</b>
School Director	David R. Rosas	Incident Commander Post-Incident Response Team Member
Director of Operations	Tenee Hall	Post-Incident Response Team Member
School Counselor	Rikki Shanberg	Post-Incident Response Team Member
Faculty Member	Cristy Cuellar-Lezcano	Post-Incident Response Team Member
Parent Representative	FEC Chairperson	Post-Incident Response Team Member
School Nurse	Grace Kamau	Post-Incident Response Team Member
Appropriate local medical personnel		
Appropriate local mental health workers		

**Incident Commander:** The following chain of command will apply in assigning the role of Incident Commander:

1. School Director
2. Director of Operations
3. Instructional Specialist

See [Appendix B](#) for a list of current contact information of staff holding these positions.

### D. Concept of Operations

The initial response to all emergencies at HEKETI COMMUNITY CHARTER SCHOOL will be by the Emergency Response Team. Upon activation of the Emergency Response Team, the Incident Commander will be notified, and, where appropriate, local emergency officials. Efforts may be supplemented by county and state resources through existing protocols.

### E. Plan Creation, Review and Comment

This plan will be written by and reviewed by the School Safety Team. The plan has been made available for the participation of the Board of Trustees, school staff members, parents, students, and any other interested parties in September 2014 and following any subsequent revision. Public hearings held August 26 and September 5th for parents, school personnel and the public. The Board of Trustees adopted this plan on August 25, 2014.

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The subsequent required annual review will be completed on or before July 1 of each year prior to approval by the Board of Trustees. Local officials including police and fire responders will be consulted for advice and assistance in revising the Safety Plan on an annual basis.

Pursuant to Commissioners Regulation, Section 155.17 (e) (3), a summary of this plan will be made available for public comment at least 30 days prior to its adoption. The plan is to be adopted by the Board of Trustees of Heketi Community Charter School. This safety plan was filed with the Education Commissioner no later than thirty days after its adoption.

This building-level plan shall be 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 this building-level plan will be provided to both local and state police within 30 days of adoption. This plan can also be found on the school's website. [www.heketi.org](http://www.heketi.org).



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### **SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION**

#### **A. Purpose**

To maintain school safety, Heketi believes that building a strong school culture built on high expectations and respect promotes the safe, learning environment necessary for students to learn, and to prevent violent behaviors from ever occurring. To build this culture, Heketi dedicates staff and resources towards:

1. A range of programs that promote development of effective channels of communication between students and staff concerning potentially violent behaviors and conditions.
2. Trainings and acculturation to assure that staff can identify, intervene early, and respond quickly to violent behaviors.
3. Ensuring preparedness of frontline and administrative staff in emergency situations.

#### **B. Prevention and Intervention Strategies**

Heketi has both explicit and implicit strategies designed to prevent violence in its school.

##### **1. Community Building**

Heketi Community Charter School consciously works to foster a strong sense of community amongst students, staff and parents/guardians and to create a positive, safe learning environment. All members of the school community are expected to uphold the standards set forth by the school and included in the Family Handbook.

In order to work and learn in school, children must feel the desire to do so. To nurture this desire, the Heketi Community Charter School seeks to create a safe, attractive, comfortable, nonthreatening social and emotional climate where children feel accepted, understood, respected, and fairly treated. To this end, the Heketi Community Charter School's discipline policy is based on the premises that prevention is better than cure, that the most effective way to manage inappropriate behavior is through its logical consequences rather than the imposition of arbitrary punishments, that conflicts are a natural part of all human relationships and that children learn and need to be taught appropriate behavior. In this respect, all students receive ongoing training in social skills such as empathy, impulse control, social problem solving, emotion management, and conflict mediation.

To maintain and further build this community, students are acculturated at the beginning of the school year with Heketi Community Charter School's expectations.

Further discussion of these principles and how they are expressed and exhibited are outlined in the Family Handbook, which is provided to every family at the beginning of

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the school year, and is signed by the teacher and parent/guardian. These principles are further discussed and interwoven into classroom discussions by individual teachers.

### **School climate and family participation.**

The Heketi Community Charter School will adopt a series of strategies to be friendly and inviting to families. Families are expected to be partners with the school in the education of their children, and it is important for them to remain well informed and involved in all aspects of their child's school experience.

## **2. Prevention and Intervention Program Initiatives**

In addition to preparing for immediate response to violent incidents, Heketi Community Charter School has designed and implemented prevention and intervention programs for its students, based on the belief that providing students with constructive outlets and resources for growth, models of respectful behavior, clear expectations, and instruction in appropriate strategies for dealing with conflict, these programs also help promote Heketi Community Charter School safe learning environment.

### ***Intervention Programs***

In addition to the group-based programs, Heketi Community Charter School utilizes targeted interventions to address the needs of individual students and students with common issues.

### ***Active Needs Assessment***

When teacher interventions are insufficient to produce reasonable change, the teacher will involve families in designing home supports for behavioral change, in conferences which may include the School Director and other school staff.

The programs implemented by Heketi Community Charter School do not replace continued monitoring by staff of potential issues. If a matter such as bullying or student aggression arises as a school wide concern, the school administration will take appropriate action including bringing in outside facilitators as needed, and creating opportunities for students concerned with bullying or violence to receive assistance. Heketi Community Charter School also implements regular professional development for staff on early detection and response to potentially violent behaviors, including topics such as bullying and mandated reporting of child abuse.

## **3. Dissemination of Information**

Heketi Community Charter School maintains close contact with local health and law enforcement officials. The NYS Health Department nurse on staff is also up to date on

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any potential issues that affect our school community. As a result, we are prepared to make immediate decisions on disseminating potentially violent or dangerous behaviors to the broader school community. The school will include the identification of family, community and environmental factors on the information disseminated to teachers, administrators and parents/guardians regarding the early detection of potentially violent behaviors. The school may use any number of vehicles for communicating such information, including, but not limited to, contacting families via our School Messenger automatic system, posting an announcement in our weekly newsletter, and alerting local faith based organizations.

Heketi prides itself on being proactive in mitigating potentially harmful behaviors within our school community. The school follows a character education program that teaches nonviolent ways to resolve conflict. We will also have a school social worker whose responsibility is to conduct prevention workshops on any number of topics including violence.

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### C. Risk Reduction

#### 1. School Security:

The security guard will be in charge of security during morning arrival and afternoon dismissal. The guard will be at the front door welcoming children who are dropped off by their family members.

School security oversees the main entrance during arrival and dismissal. During normal hours of operation the door is locked and anyone entering the building has to be buzzed in and must sign a guest roster.

In addition, the school aides perform the following functions:

#### Morning Duties

- Greet students upon their arrival. Doors open at 7:30 am.
- Perform rounds around the school to collect attendance sheets
- Parents are not allowed in the gym

#### School Security

- Access control: verify and log the identity of all school visitors and late students; prevent entry of individuals restricted from building entry, etc. Notify main office of any intruders.
- Limit the release of students during non-dismissal hours to those with an exit pass and accompanied by an approved guardian as deemed by school records and policy
- Alert faculty and staff members of visitors upon their arrival.
- Uphold and maintain all aspects of Heketi Community Charter School's school safety plan, including but not limited to fire, shelter and intruder drills
- Reinforce student expectations at all times.
- Ensure that school's front entrances are either closed or monitored by a staff member at all times.

#### Dismissal

- Assist student pick-up by identifying incoming visitors.

#### School Day Tasks

- Partner with facilities management in the event of a flood or other occurrence to notify need for assistance.
- Assist with recess when necessary
- Respond to recess calls
- Assist with "All Clear" at the end of the day.
- Ensure door is locked at main entrance.
- Reinforce student expectations at all times.
- Red tape areas are off-limits. If the alarm gets triggered, quickly identify which door by going to the keypad.

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### 2. **Early Detection of Potentially Violent Behaviors:**

Incidences and the potential of violence, aggression, bullying, and vandalism are taken with the utmost seriousness at Heketi Community Charter School. Any and all incidents of violence are reported first to the School Director. Serious consequences, up to expulsion, are recommended for violent infractions.

### D. **Training, Drills and Exercises**

#### 1. **Drills and Tests of Emergency Response Plan**

Fire Drills will be conducted according to regulation, at least twelve times per school year, with eight prior to December, following the same evacuation routes as outlined in School Crisis Plan in [Appendix C](#). The remaining four need to be soft lock-down drills. Community Charter School varies its drills to ensure preparedness of its students and staff. Drills will be unannounced, and may take place during lunch times and assembly times of students, and passageways may be blocked by staff so that staff and students are prepared to safely look for alternate exits. A log of drills is to be kept by the main office.

In addition to the fire drills, Heketi Community Charter School will conduct an intruder drill at least twice each year, one prior to October 31 and the second between February and March 14 of each school year.

#### 2. **Multi-Hazard Drills and Training**

Staff members will receive training and information on how to respond to a variety of hazards including bomb threats, severe natural disasters and weather emergencies at monthly staff meetings. One exercise will be completed during the first month of each school year to outline local evacuation procedures, roles, and responsibilities. The school will also conduct appropriate and necessary drills, including tabletop exercises for the school safety team with local and county emergency responders.

Local emergency responders and preparedness officials will be consulted and invited to participate in our emergency response training.

CPR and Emergency response training will be provided annually to assure there is the requisite number of staff trained. Members of the Emergency Response Team will be required to attend as necessary to maintain their certifications, and all staff will be encouraged to attend at no expense to them.

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Students will be instructed in basic emergency response to hazards such as fire, weather, and electric emergencies. This training will be age appropriate and provided by the local authorities through their outreach programs. Teachers will also provide instruction in the classroom with various curriculum packages provided by the Red Cross, local fire, and power authorities.

### 3. Coordination with Emergency Responders and Preparedness Officials

#### a. Obtaining Emergency Assistance from Local Government

As Incident Commander, the School Director or his/her designee will contact four entities to obtain Emergency Assistance:

1. **Local Authorities:** Heketi Community Charter School will call 911 and 311 to secure Emergency Services, as well as the local 40th Precinct of the Police Department for guidance.
2. **State University of New York:** As Heketi Community Charter School's authorizer, SUNY can provide immediate guidance on available resources.
3. **New York City Center for Charter School Excellence:** As a support organization for all New York City charter schools, the Charter Center works closely with the department of Education to identify, contact and secure local and state assistance in times of emergencies.
4. **NYS Department of Health Office of Emergency Preparedness :** in the case of a state Declared Emergency the school will reach out to state officials as well as be alert for state declarations and messages.

#### b. Obtaining Advice and Assistance from Local Government Officials and Other Resources

Heketi Community Charter School does not work in a vacuum when conducting tests of its emergency response plan. Twice annually, the New York City Fire Department conducts an inspection of Heketi Community Charter School's facility. During these inspections, the Department conducts an exhaustive check of the fire alarm systems, sprinklers, fire, emergency exit lights, alarm systems, and any potential fire hazards. Each morning, the school's facility staff checks and logs that the fire alarm is operational. Each week, the sprinkler system is tested. At this time, it also reviews Heketi Community Charter School Safety Plan for fitness. In the case of any deficiencies, the Department contacts the Director of Operations.

### E. Potentially Hazardous Sites

The School Safety Team has identified the following local sites to be potential hazards:

- **Southern Blvd:** The boulevard is a high traffic, commercial thoroughfare two blocks from the school. While it could pose a threat in the case of an emergency, it is not immediately adjacent to the school and is unlikely to be a potential hazard.

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## SECTION III: RESPONSE

### A. Assignment of Responsibilities

In the event of an emergency or perceived emergency, the members of the Emergency Response team, the School Director, and the Director of Operations will determine the correct action to take and will divide responsibilities according to the nature of the emergency.

In the case of fire or other threats to the facility, students will be immediately evacuated according to Fire Exit procedures outlined below. Should reentry not be possible, students will follow the building evacuation procedures outlined below.

### B. Continuity of Operations

In the event of an emergency, the School Director or her designee will serve as Incident Commander, based upon the chain of command. The School Incident Commander may be replaced by a member of a local emergency response agency and may provide support to the aforementioned agency. The school will establish a chain of command to ensure continuity of operations.

### C. Access to Floor Plans

Interior floor plans have been provided to the local fire department, police department, and our security company. Detailed floor plans are also stored in the Main offices. Floor plans are also posted in each classroom and office.

See Appendix D.

### D. Protective Actions for School Day Disruptions

1. **Cancellation of School:** Heketi Community Charter School will cancel school if the New York City School district cancels school. All families have been notified in the Parent Handbook to follow these same guidelines.

In cases of a regional circumstance or building issue requires consideration of school cancellation, the School Director and Director of Operations will determine with local authorities as required whether a school cancellation is warranted, no later than 5:15am.

- The School Director will notify staff and the Board of Trustees Chairperson, via email.
- The Director of Operations will send a message to all families via School Messenger, our website, and social media. A message will also send a message to all staff via School Messenger.

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2. **Early Dismissal:** The school will enact an early dismissal only in the event of an imminent threat and required evacuation. Heketi Community Charter School will attempt to contact families through individual or individuals designated by the School Director or Director of Operations, and any students remaining after the determined early dismissal time will be relocated to the appropriate evacuation site. The School will also notify the Board of Trustees Chairperson. See Appendix C.

3. **Evacuation Procedures:**

Heketi Community Charter School employs three types of evacuation procedures:

- a. **Code Red:** A Code Red is a procedure used when there is an immediate and imminent threat inside the building. It is designed to evacuate students and staff from the building to safety. A fire drill is the most common Code Red. The School Director may also call a Code Red for any reason that necessitates school evacuation. The Emergency Response team triggers a Code Red by pulling the fire alarm. Upon sounding of the fire alarm or flashing of the emergency strobe lights all students and staff will exit the building calmly and quickly.

Heketi Community Charter School's goal is to have the entire building cleared within 5 minutes of the alarm. Should evacuation be longer than 30 minutes, all students and staff will walk to our local evacuation site where families will be notified. It will be the responsibility of the Emergency Response Team to bring the contact information for all students to the Evacuation Site.

During non-school hours, everyone will be required to exit the building from the nearest exit. A final verbal and visual sweep will be made by the most senior staff on hand to ensure the facility is empty.

- b. **Code Yellow:** A Code Yellow is a procedure used when there is an immediate and imminent threat outside of the building. It is designed to move students and staff away from the outside threat by moving them to the hallway of the building. School staff and students are secured in the hallways and no one is allowed to leave until the situation has been resolved. Code Yellow may be used when there is a hurricane, tornado, or fire outside of the building. The Emergency Response team triggers a Code Yellow via an announcement over the Intercom System.



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- c. **Code Blue:** A Code Blue is a procedure used when there is an immediate and imminent threat to students and staff due to an intruder or crisis within the building. School staff and students are secured in the rooms in which they are currently located and no one is allowed to leave until the situation has been resolved. The Emergency Response team triggers a Code Blue via an announcement over the Intercom.

**In all cases**, the Incident Commander will assume responsibility for the following:

- Ensuring that student needs – meals, bathroom, etc. – are met
  - Assigning a public relations person to continuously update support staff of the situation and contact local media as necessary
  - Assigning support staff to handle any parent calls or questions through School Messenger automated system
  - Assigning personnel to remain on premises until all students have returned home. See [Appendix C](#) for explicit instructions on all of these evacuation procedures.
4. **Sheltering/Evacuation Site:** When possible, children will remain in their classrooms. Please see [Appendix C](#) for our evacuation sites, depending on the type of emergency.

### E. Notification and Activation

1. **Notification of Other Schools and Agencies:** Heketi Community Charter School is considered one school district, and as such is not required to notify any other schools District 7 Superintendent's main office or local after-school programs that are used by our children in the event of a disruption to normal operations. The School will notify the Board of Trustees' Chairperson.
2. **Notification of Families:** In the event of an evacuation, violent incident, (or other emergency at the discretion of the School Director or Director of Operations), the Incident Commander will designate a responsible party to notify families of the situation and the proper action required from them. Emergency contact information is kept electronically in our student database, in addition to hard copies kept by each classroom teacher.
3. **Available Equipment:** Equipment on hand that can be used in the event of an emergency includes: telephones, cell phones, portable radios, and local media communications. See Attachment E for available equipment and supplies.

In the event of an emergency, the following steps will be taken:

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- An incident or hazard's development will be reported to the School Director, her designee, or other member of the Emergency Response Team as soon as possible following its detection.
- In the event of an emergency the School Director, his designee, or other member of the Emergency Response team will notify all building occupants to take the appropriate protective action.
- Portable radios are not to be used in the event of a bomb threat.

### F. Situational Responses

**1. Hazard Guidelines:** This section provides specific actions to be taken in the event of various hazards.

- a. Fire:** When a smoke or fire emergency occurs the fire alarm and flashing and chirping strobes will be activated. This is the signal to exit the building. Should a fire emergency arise, the fire department will be automatically notified via our fire protection system.

**b. Medical Emergencies:**

***Asthma:*** Our school nurse will administer the students' prescribed medication. Should a child not carry appropriate medication, either the child's parent, guardian, or emergency contact will be notified, OR should time be of the essence, an ambulance called to assist the child. In all cases, we will err on the side of caution and call emergency services to care for a child who needs assistance.

***Cardiovascular Failure:*** As per state law, we are required to have on site and at all events an Automatic External Defibrillator. We will have at least one designated and trained staff member capable of using this equipment should the need arise, with one in attendance at any school function where children are present. A current list of staff certified in CPR and AED is available in the School Crisis Plan and a copy of their certifications is available in the main office. See Appendix C.

The AED should only be used on children older than 1 year of age AND when the child or adult displays ALL of the signs of cardiac arrest. Only the current charging pads should be used according to American Heart Association guidelines. The AED will only be placed on the victim after the following symptoms are confirmed:

- Victim is unconscious.
- Victim is not breathing.
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing, or movement.

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In any medical emergency, Heketi Community Charter School will call emergency services as soon as possible. Staff who are certified in CPR will respond when they hear, “CPR on the \_\_ floor or room \_\_\_\_”. If it is a drill, the following announcement will be made, “CPR drill on the \_\_\_\_ floor or room \_\_\_\_”.

- c. **Natural/Weather-Related:** In situations where the school is made aware of an imminent or possible severe weather related or natural emergency an early dismissal will be called. Wherever possible, the school will remain open until all children are picked up. If the school appears to be unsafe, we will relocate to our evacuation center at St Mary’s Park Recreation Center.

Families will be contacted immediately and notified whether to pick their children up at the school or our evacuation site.

In sudden emergencies, such as severe sudden storms, students will remain in the building until parents and guardians are able to pick them up.

- d. **Gas Leak/Hazardous Material:** In the event of a gas leak in the building, emergency services will be called, and all students will be evacuated to our evacuation site to await pickup. The building will be immediately ventilated and all electrical systems shut down prior to the arrival of emergency services.

### 2. Criminal Activity

- a. **Threats of Violence:** All threats of violence will be treated seriously, and treated on a case-by-case basis. Anyone privy to a threat of violence against the school or any staff member or student will immediately report the threat to either the School Director or Director of Operations. They will use their most conservative judgment in deciding what further action needs to be taken. Some examples of actions to be taken include contacting families of students making threats, and possible police intervention. In all cases where a threat may be serious the police will be called.
- b. **Intruders and Kidnappings:** If an intruder is found in the building during business hours, school staff will attempt to escort the intruder out of the building. If any doubt exists as to the safety of the situation, police will be called immediately. Heketi Community Charter School will immediately proceed to a Code Blue. See [Appendix C](#). If an intruder is found in the building during non-business hours, the police will be called immediately.

In the event of a kidnapping/hostage situation, Heketi Community Charter School will immediately contact police and affected families. The school

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personnel will lock all school entrances. School Director and Director of Operations will notify staff the Intruder Procedure will be followed. If possible retrieve the parent/guardian information of victims with home contact numbers and make notifications as necessary. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation.

- c. **Explosive/Bomb Threat:** Since Heketi Community Charter School's phone system is configured to direct outside calls to the main office or certain designated extensions, all staff whose extensions can receive direct calls will receive a copy of the Telephone Bomb Threat Checklist so that they are prepared to respond in the event of a threat. Please see Appendix H. If the threat is made by phone, the person should try to get as much information as possible by using the form. In addition, the call should not be hung up. The person receiving the call should leave the phone or ask someone else to call 911.

If the threat is written, the Incident Commander will immediately contact 911. At this point, the entire Emergency Response Team should be notified. The local authorities and/or School Director or Director of Operations will determine whether to evacuate the building according to our standard evacuation procedures.

- d. **Civil Disturbance/Terrorist Activity:** In cases of civil disturbance or terrorist activity in the area, the School Director or Director of Operations will consult the local police for instructions. Where no police recommendations are available, children will be secured in the building until parents or guardians are able to pick them up.

### 3. Security of Crime Scene

In instances of violent crimes on school property, the following procedures are used to secure and restrict access to the crime scene in order to preserve evidence from being disturbed or destroyed:

- i. The Incident Commander will contact 911 and notify custodial staff of a crime scene to prevent contact with the area.
- ii. If students and staff are injured during a violent incident, priority will be placed on rescuing and aiding those people. Extra care will be taken to ensure that any movement of students or staff that requires transport over a crime scene does not disrupt vital evidence.

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- iii. If students and staff are located within a room of a crime scene or in the vicinity of a crime scene, the Incident Commander or his/her designee will provide clear, direct instructions for students and staff to exit the scene, one at a time.
- iv. Once all persons have exited the crime scene, the Incident Commander will observe the steps taken by the custodial staff to secure the crime scene area by locking the doors or applying caution tape around the affected area.
- v. The Incident Commander will not leave until relieved by local authorities.

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### Section IV: RECOVERY

The school's Post-Incident Response Team has enacted the following protocols post-incident recovery:

#### A. Short-Term

1. **Mental Health Counseling Resources for students and staff:** Heketi Community Charter School will work with its Instructional specialist to coordinate counseling services for students. In the event that the school's needs outstrip the counseling services available in-house, Heketi Community Charter School will seek additional services from the trusted partners.
2. **Building Security:** Heketi Community Charter School will work its staff to ensure that all building security needs are met.
3. **Facility Restoration:** Heketi Community Charter School will work with community service officers from the Police Department and with officials from the New York State Education Department to support our short-term facility restoration needs.
4. **Post-Incident Response Reflection and Critique:** Heketi Community Charter School will work with its Response Teams, its Board of Directors, and the Family Engagement Committee to reflect and critique our post-incident response.

#### B. Long-Term

1. **Mental Health Counseling Resources for students and staff:** Heketi Community Charter School will contract with trusted service providers to address any long-term counseling needs.
2. **Building Security:** Heketi Community Charter School will work its staff to ensure that all building security needs are met.

**Mitigation:** Heketi Community Charter School will implement suggestions discussed and approved by our Board of Trustees and FEC upon reflection and critique of our post-incident response.

## Heketi Community Charter School

### 3. APPENDICES

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# Heketi Community Charter School

## Appendix A: Local Street Map of Heketi Community Charter School





## Heketi Community Charter School

### Appendix B: Staff Directory

<b>Name</b>	<b>Team</b>	<b>Title</b>	<b>Email address (@heketi.org)</b>
Abiluz Perez	Instructional	Gr4 General Education ICT Teacher	aperez@heketi.org
Ailene Orr	Instructional	Gr5 Dual Language Lead Teacher	aorr@heketi.org
Alberto Gonzalez	Instructional	Gr4 Dual Language Lead Teacher	agonzalez@heketi.org
Alex Capelin	Instructional	Gr4 Dual Language Lead Teacher	acapelin@heketi.org
Alfredo Dones	Operations	Security Guard	adones@heketi.org
Celia Maldonado	Instructional	Gr5 Special Education ICT Teacher	cmaldonado@heketi.org
Clifton Whitehead	Instructional	Gr3 General Education ICT Teacher	cwhitehead@heketi.org
Cristy Cuellar-Lezcano	Leadership	Dual Language Instructional Specialist	clezcano@heketi.org
Dana Lawrence	Instructional	GrK General Education ICT Teacher	dlawrence@heketi.org
David R. Rosas	Leadership	School Director	drosas@heketi.org
Desiree Aviles	Instructional	Gr2 General Education ICT Teacher	daviles@heketi.org
Domenick Palumbo	Instructional	Physical Education	dpalumbo@heketi.org
Elly Blanco-Rowe	Leadership	Director of Curriculum & Assessment	eblanco-rowe@heketi.org
Jackie Sylvain	Child Study	Behavior Intervention Specialist	jsylvain@heketi.org
Javier Mendoza	Instructional	Gr3 Dual Language Associate Teacher	jmendoza@heketi.org
Jazmin Veras	Operations	School Aide	jveras@heketi.org
Joel Taveras	Operations	Food Services Assistant	jtaveras@heketi.org
Johelissa Genao	Instructional	Gr3 Dual Language Lead Teacher	jgenao@heketi.org

## Heketi Community Charter School

Joshua Rivera	Operations	Facilities Manager	jrivera@heketi.org
Josue Romero	Operations	Part-time Food Services Assistant & Custodian	jromero@heketi.org
Kendra Grady	Instructional	Art Teacher	kgrady@heketi.org
Kevin Carlino	Leadership	Director of Development	kcarlino@heketi.org
Lameesha Jones	Operations	Operations Assistant	ljones@heketi.org
Lauren Santalesa	Child Study	Social Worker	lsantalesa@heketi.org
Lavern Paul	Instructional	Gr2 Special Education ICT Teacher	lpaul@heketi.org
Lyza Smith	Instructional	Gr1 Special Education ICT Teacher	lsmith@heketi.org
Marcos Gerez	Operations	Custodian	mgerez@heketi.org
Maria Lazaro	Instructional	Gr2 Dual Language Lead Teacher	mlazaro@heketi.org
Marian Hassenfratz	Child Study	Reading Specialist	mhassefratz@heketi.org
Martha Ortiz	Instructional	Gr5 General Education ICT Teacher	mortiz@heketi.org
Michelle Boyd	Instructional	GrK Special Education ICT Teacher	mboyd@heketi.org
Miranda Flanders-Blanks	Instructional	SETTS	mblanks@heketi.org
Miriam Garcia	Operations	Internal Substitute Teacher	mgarcia@heketi.org
Naomi Harper	Child Study	English as a New Language (ENL) Teacher	nharper@heketi.org
Nelson Dejesus	Operations	Internal Substitute Teacher	ndejesus@heketi.org
Nicole Camacho	Instructional	Music Teacher	ncamacho@heketi.org
Norma Santiago	Operations	School Aide & After School Coordinator	nsantiago@heketi.org
Oladayo Esho	Instructional	Gr3 Special Education ICT Teacher	oesho@heketi.org
Paulette Arquer-Haddock	Instructional	Gr2 Dual Language Lead Teacher	parquer@heketi.org
Rafael Perez-Segura	Instructional	GrK Dual Language Lead Teacher	rperez-segura@hek

## Heketi Community Charter School

			eti.org
Rikki Shanberg	Child Study	Social Worker	rshanberg@heketi.org
Riyad Baksh	Child Study	Special-Education Coordinator	rbaksh@heketi.org
Roberto Del Valle	Instructional	Gr5 Dual Language Associate Teacher	rdelvalle@heketi.org
Taina Marrero	Instructional	Gr1 Dual Language Lead Teacher	tmarrero@heketi.org
Tahniqua Williams	Operations	School Aide	twilliams@heketi.org
Tenee Hall	Leadership	Director of Operations	thall@heketi.org
Vivian Espinosa	Instructional	Gr1 Dual Language Associate Teacher	vespinosa@heketi.org
Yadira Rios	Instructional	GrK Dual Language Associate Teacher	yrios@heketi.org
Yolanda Marin	Operations	Operations Manager	ymarin@heketi.org
Zailean Galarza	Operations	School Aide	zgalarza@heketi.org

# Heketi Community Charter School

## Appendix C: School Crisis Plan

### Heketi Community Charter School Crisis Plan

In the event of an emergency situation, this crisis packet will guide HEKETI COMMUNITY CHARTER SCHOOL's response to emergency situations.

#### I. Chain of Command for Decision-Making

The following list shows the chain of command of decision-makers in the event of a crisis. In this model, if the School Director, David R. Rosas, is absent, Tenee Hall, the Director of Operations, will make the decision as to how HEKETI COMMUNITY CHARTER SCHOOL will respond to a particular emergency.

1. David R. Rosas, School Director
2. Tenee Hall, Director of Operations

#### II. Emergency Phone Numbers and Addresses

	Address	Phone Number
40th Precinct of the Police Department	<b>257 Alexander Avenue</b>	<b>718-402-2270</b>
Fire Department	<b>618 East 138th Street</b>	<b>718-430-0283</b>
Poison Control Center	<b>455 1st Ave. Rm. 123, NY, NY</b>	<b>800-222-1222</b>
Lincoln Hospital	<b>234 E 149th Street</b>	<b>718-579-5000</b>
Dept. of Environmental Protection	<b>59-17 Junction Blvd. 13th Fl Flushing, NY 11373</b>	<b>311</b>
Con Edison		<b>800.75.CONED</b>

#### III. External Support Organizations

The following organizations provide external support to Heketi, and can be contacted when additional emergency assistance is provided and unavailable by calling Emergency Services through 911.

- **New York State Education Department – Charter School Office**  
Regional Liaison  
Tel: 518.474.1762  
Email: [charterschools@schools.nyc.gov](mailto:charterschools@schools.nyc.gov)

## **Heketi Community Charter School**

- **New York City Department of Education – Charter School Office**  
Cohort I Operations Liaison  
Tel: 212.374.4212

### **IV. Trained Emergency Personnel**

The following staff members have certification in CPR and AED:

- Cristy Cuellar-Lezcano, Dual-Language Instructional Specialist
- Al Dones, Security Guard
- Tenee Hall, Director of Operations
- Lameesha Jones, Operations Assistant
- Norma Santiago, School Aide/After-school Coordinator
- Naomi Harper, ENL Teacher
- Lyza Smith, Special-Education Teacher
- Maria Lazaro, Second Grade Dual-Language Spanish Teacher
- Joel Taveras, Kitchen Assistant
- Domenico Palumbo, Physical Education Teacher
- Jackie Sylvain, Behavioral Intervention Specialist
- Roberto Del Valle, Fifth Grade teacher

### **V. Communication Systems**

To communicate information to staff members, we will use the following system:

1. All announcements can be heard in classrooms using the intercom in the main office.
2. Desktop telephones have a “Page Intercom” feature, which can be utilized. Dial 4000 and speak.
3. Administrators will walk room-to-room to communicate the information if the intercom does not work.
4. Administrators and other members of the Incident Command team will also communicate via radios.

### **VI. Crisis Alert**

A crisis will be defined as any circumstance that may jeopardize the health, safety and welfare of students and/or staff.

## Heketi Community Charter School

When a staff member is alerted to a crisis (e.g., the main office receives a call from a parent about an explosion in the city), he or she must refer the crisis immediately to the School Director (or the person in charge of the building as outlined in the Chain of Command).

The School Director makes the determination that a crisis has occurred and declares one of three responses.

1. Code Blue (Threat in the Building)
2. Code Yellow (Hallway or Multi-purpose room)
3. Code Red (Evacuation or Fire Drill)

In the event the Director is not on-site, the next person in the chain of command determines the response.

Soft **lockdown** implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction.

**Hard lockdown** implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders

### A. Code Blue (Threat in the Building)

A Code Blue is a procedure used when there is an immediate and imminent threat to students and staff due to an intruder or crisis within the building. School staff and students are secured in the rooms in which they are currently located and no one is allowed to leave until the situation has been resolved.

### A. Code Blue (Threat in the Building)

#### ***Steps to Implement Code Blue:***

1. Alarm is raised. The Main Office announces Code Blue by stating over the intercom system that “Attention: We are now in soft /hard lockdown. Take proper action.” (Repeated twice over the PA system) In the event that the intercom doesn’t work, school personnel will alert classrooms, as described above.
2. The Director of Operations calls 911. Classroom teachers do the following in response:
  - a. Move students away from the doors of the classroom. Students should not be visible from the windowpane in the hallway.
  - b. The teacher turns off the classroom lights
  - c. Lock the classroom doors.

## Heketi Community Charter School

- d. Students are to be in complete silence
  - e. Teachers will check attendance. Administrative assistant sweeps bathrooms for missing students and places students who are out of the classroom into the nearest available classroom and notifies Director of Operations. Teachers notify Director of Operations if any child is missing.
  - f. Teachers report “All Accounted For”, or any missing students and extra students to the staff personnel checking the classrooms.
  - g. Floor sweepers call the Director of Operations on her cell phone after their sweep to note whether a floor is all clear or not.
3. After a floor sweep, teachers:
    - a. Keep classroom doors closed and relocate all students into the area of the classroom out of view from the classroom door.
    - b. Continue to supervise students and keep them at level 0 until situation is resolved.
    - c. Remain calm and reassure students that they are safe.
  4. Teachers announce “All Clear” to the staff person on duty only after accounting for each of their students.
  5. The Director of Operations will then announce over the intercom “All Clear” once the Director of Operations receives confirmation.

### **B. Code Yellow (Hallway or Multi-purpose room)**

A Code Yellow is a procedure used when there is an immediate and imminent threat outside of the building. It is designed to move students and staff away from the outside threat by moving them to the hallway of the building. School staff and students are secured in the hallways and no one is allowed to leave until the situation has been resolved. Code Yellow may be used when there is a hurricane, tornado, or fire outside of the building.

#### ***Steps to implement Code Yellow:***

1. Announce Code Yellow over the Intercom system. The Director of Operations will use the intercom system in the main office to announce Code Yellow. “Attention: We are now in soft/hard lockdown. Take proper action” (Repeated twice over the PA system)
2. The Director of Operations calls 911 and communicates with emergency management authorities.
3. Floor sweepers will proceed to their assigned spots. They will sweep the hallways and bathrooms for any missing students and take them to their class. They will then alert the Director of Operations via cell phone of any missing children.
  - a. Teachers report “All Accounted For”, or any missing students and extra students to the staff personnel checking the classrooms.
  - b. Floor sweepers call the Director of Operations by cell phone after their sweep to note whether the halls are clear or not.
4. Teacher takes classroom attendance and compares with class list. Missing students are reported to the main office if an administrator is not present within 5 minutes of the announcement. Teachers should not leave their class unattended to look for any missing child.

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5. Teachers announce “All Accounted for” to the administrator only after accounting for each of their students.
6. All classes exit classrooms in a single file, straight, and quiet line into the hallway.
7. Students sit silently on the floor in the designated areas. Administrators will make the determination if students need to assume protective posturing (students kneel, face the wall, and cover their heads with their hands.)
8. Adult staff members will reassure children that they are safe.
9. The main office and administrators will coordinate phone calls to families.
10. The Director of Operations will alert via the intercom once the threat passes.
11. Director reports to school administrator that all classes are all clear.
12. If any classes are outside the building during a Code Yellow, they will be instructed by the School Director or the Director of Operations to stay away from the building until it is safe to return to the building. If the dangerous situation is outside the building, and they can safely return to the building, they will be instructed to do so.

*In the event that a Code Yellow necessitates taking the students to the multi-purpose room, the following procedures will be followed:*

1. Announce Code Yellow. The Director of Operations uses the above communication systems to alert each room to the Code Yellow.
2. The Director of Operation calls 911 and communicates with emergency management authorities.
3. Teachers bring classroom attendance and current class list.
4. Teachers take the “All Clear” Sign.
5. Teachers lead their students to designated stairwell listed on the exit directions posted in their classrooms and quickly and calmly descend the stairs to the multi-purpose room.
6. Once in the multi-purpose room, teachers take their class attendance and compare with class list. Teachers display “All Clear” sign after assessing that all students are accounted for.
7. Staff person on duty provides school-wide “All Clear” signal.

### **C. Code Red (Evacuation or Fire Drill)**

A Code Red is a procedure used when there is an immediate and imminent threat inside the building. It is designed to evacuate students and staff from the building to safety. A fire alarm is the most common Code Red. The School Director may also call a Code Red for any reason that necessitates school evacuation.

#### ***Steps to Implement Code Red:***

1. Fire alarm sounds.
2. The Director of Operations will call 911
3. Exiting Procedures



## Heketi Community Charter School

- a. Teacher brings classroom attendance and class list.
  - b. Students exit the building according to instructions for the area in the building, without stopping to retrieve jackets, unless they are directed to do otherwise by the School Director or Director of Operations.
  - c. Teachers lead their students to the nearest exit, using the map and route directions posted in their classroom near the door. Those directions are as follows:
    - i. Teachers in the **gym and art** classes lead their students to the main school entrance. Once out of the building, they will go left toward the meeting point at the park.
    - ii. Teachers in the **Baako, Yi, Moja, Ena, Han, and Pejig** classes will lead their students down **Stairwell A**. Once out of the building, they will go left toward the meeting point at the park.
    - iii. Teachers in the **Uno, Kweti, Satu, Eden, Un, and Isa** classes will lead their students down **Stairwell B**. Once out of the building, they will turn right toward St. Mary's St. and walk down St. Mary's toward the meeting point at the bodega.
  - d. Once at the meeting points, they remain in line, quietly waiting for signal that it is safe to return to the building.
4. Administrator Duties
- a. The **Operations Manager** stands by the front door, monitors student exit, and directs all classes that leave to go to the end of the block towards Jackson Avenue.
  - b. Director of Operations exits through front door, holds the door open, monitors student exit, and directs students through the gate.
  - c. The **Director of Operations** takes the Fire Alarm Log Book and records the time the alarm was sounded, the time that all students were out of the building, and the time that all teachers announced All Accounted For.
  - d. The following staff members conduct sweeps of the classrooms and bathrooms of their assigned floor before proceeding to the playground:
    - a. **Security guard** takes the Early Dismissal Log and sweeps first floor offices, Art studio, nurse's office, restrooms, gym, and cafeteria, and exits through back door.
    - b. **Dual-Language Instructional Specialist** sweeps the 2nd floor, including classrooms, restrooms, and study rooms.
    - c. **School Director** sweeps the 3rd floor, including classrooms, offices, restrooms, and study rooms.
5. Once outside, teachers review their class attendance and compare with class list. Teachers report any missing students to the Director of Operations or display "All Accounted for" sign after assessing that all students are accounted for.
6. An Administrator confirms that the school is all clear by conducting a roll call of the classes and signals to the Director of Operations that all students have been cleared.
7. Administrator on duty provides "All Clear" signal to return to the building.
8. If any students are out of the building at the park, the teacher is instructed to stay there until the All Clear is announced and it is safe to return to the building, or will join the other classes

## **Heketi Community Charter School**

at one of the two waiting areas for further instruction if the building is unsafe.

### **VII. Evacuation Sites**

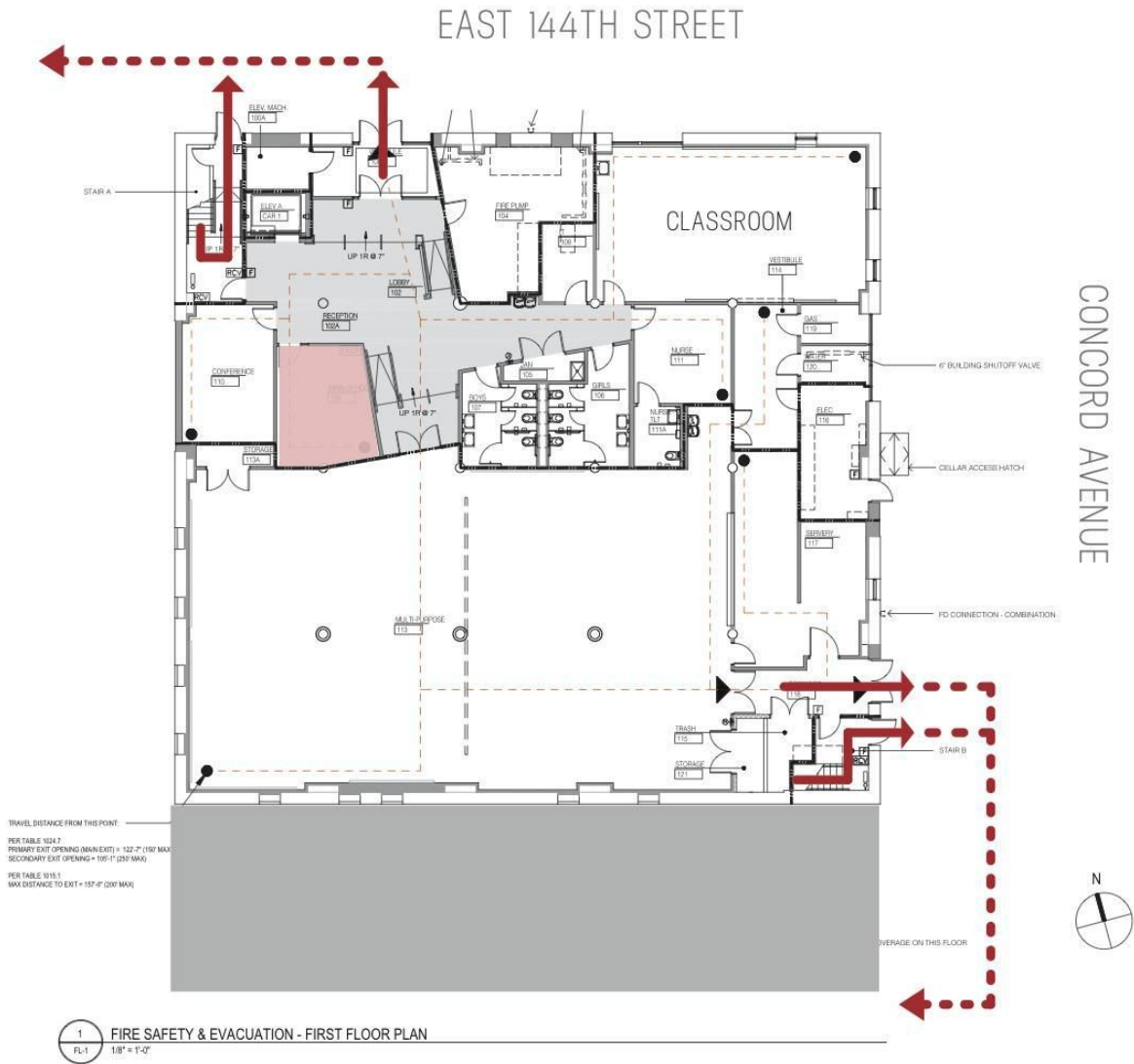
For drills and real emergencies, Heketi Community Charter School will evacuate to **St. Mary's Park, entrance at corner of St. Mary's Street and Jackson Avenue or St. Mary's Recreation Center, if necessary.**

### **VIII. School Cancellation or Changes – Snow or other Emergency**

Heketi Community Charter School follows the lead of the NY City Department of Education in making decisions about school cancellations or other school opening or closing changes. Specifically, if other DOE public schools are cancelled for weather or any other emergency, we will cancel school. If the DOE schools are on holiday, Heketi Community Charter School will be closed.

# Heketi Community Charter School

## Appendix D: Floor Plans







## Heketi Community Charter School

### Appendix E: Emergency Supplies Inventory

#### Emergency Supplies Inventory and Locations

**Large First Aid Kit:** contains bandages, gauze, band-aids, anti-bacterial ointments, eye-wash, mouth to mouth resuscitation aid, burn ointment, ice packs.

*Location:* Nurse's Office, First Floor

**Mini First-Aid Kit:** Contains bandages, band-aids, anti-bacterial ointment, ice packs.

*Locations:* Main Office, Nurse's Office, Classrooms

**Automatic External Defibrillator:** AED for use on children over the age of 8, and adults.

*Location #1:* Main Foyer, First Floor

*Location #2:* To the left of Room 309

**Public Announcement System:**

*Location:* Main Office – (phones)

# Heketi Community Charter School

## Appendix H: Telephone Bomb Threat Checklist

### Telephone Bomb Threat Checklist

*Exact Time of Call* \_\_\_\_\_

*Exact Words of Caller* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### *Questions to Ask*

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### *Caller's Voice (Circle all that apply.)*

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If the voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Heketi Community Charter School

Person who received Call \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

Report call immediately to: \_\_\_\_\_