



District-Wide Safety Plan

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

This Safety Plan is a District-wide School Safety Plan, developed for University Prep Public Schools (UPPS) District which supports the SAVE Legislation. This plan has been developed by all UPPS School Administrators in collaboration with the Executive Director of UPPS. The plan will be modified as needed at the close of each academic year. The planning/modification process will include UPPS stake holders consisting of, but not limited to parents, school safety, school staff, and students as requested.

The goals of this plan are as follows:

- To create an atmosphere and set practices that prevents 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 UPPS stakeholders in regard to keeping our school safe.

Section I: General Considerations and Planning Guidelines

A. Purpose

The UPPS District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the NYC Board of Education, the Executive Director of UPPS District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. District-wide Safety Team

The UPPS District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team, their positions, organizations, and training are as follows:

Title	Name	CPR/AED Training	Organizations
Executive Director	Andrea d’Amato	certified	UPPS (HS, MS)
School Administrators	Mayreni Arias Andrew Ayers David Patterson Donial Rodriguez Miguel Suarez	All certified	UPPS (HS, MS) UPPS (HS) UPPS (MS) UPPS (MS) UPPS (HS)
School Safety Agents	Noreen Gibson L3 Migdalia Perez L3	All certified	NYPD (HS) NYPD (MS)
School Staff	Krystal Fluellen Argeny Jimenez Ryan Sanoguet	All certified	UPPS (MS) UPPS (HS, MS) UPPS (HS)

C. Concept of Operations

The UPPS District-wide safety plan will work in conjunction with the School Safety plans of the I.S. 162 and P.S. 754 building as both schools are currently co-located in Department of Education (DoE) space.

The initial response to all emergencies within the UPPS District will be by members of each school's on-site Building Response Team (BRT). Upon activation of the BRT, the Executive Director, UPPS Board of Trustees and local emergency officials will be notified.

Existing county, city and/or state resources will be called upon for assistance as required through existing protocols.

D. Plan and Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the UPPS District-wide School Safety Plan and any amendments will be submitted to the NewYork State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the UPPS District-wide School Safety Team. This District-wide Safety Plan was reviewed and approved by the UPPS Board of Trustees in August 2019. In subsequent years, required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at www.uppublicschools.org.

Section II: Risk Reduction/Prevention and Intervention

University Prep Public Schools believes in and stresses the importance of implementing violence prevention and intervention protocols as a means to create a safe learning environment for all students.

A. Prevention/Intervention Strategies

a. Program Initiatives

- Reducing the Risk: is a 16-session curriculum designed to help high school students delay the initiation of sex or increase the use of protection against pregnancy and STD/HIV if they choose to have sex.
- Bronx Youth Court: Youth courts train teenagers to handle real-life cases involving their peers, offering a restorative response to misbehavior.
- Condom Availability Program (CAP): We offer high school students a Condom Availability Program to help them make decisions that can keep them healthy and safe.
- Peer Group Connection (PGC): is a year long high school leadership program designed to build caring and safe learning communities where diversity is respected and celebrated. Older students are trained to be Peer Leaders and work with their own small group of freshmen. Some objectives of the PGC program include, increasing students' sense of belonging and attachment to school; improve students' skills in communicating effectively with peers and adults; increase students' skills in help-seeking, goal-setting, and decision-making; and support/improve students' positive school-related behavior.
- Boys/ Girls Clubs: Designed to empower the young men and women in the UPPS District by providing a supportive environment for a wide range of discussions and by conducting local community service projects throughout the year.
- Monthly Parent Support: Meetings that keep parents informed on a range of topics, from internet safety to high school and collegiate choices.
- Merit/Demerit System: 11th and 12th grade accountability system. It was designed for upper classmen to self-assess and reassess any and all actions that could negatively impact them short-term and/or long-term goals.
- Mandated Counseling: For students that have this service on their Individualized Education Program (IEP).
- Counseling: For all students. Counselor observations and parent reports inform the effectiveness of the counseling sessions. The frequency of the observations is determined by the counselor based on each individual case.

b. Training, Drills, and Exercises

- In preparations for planning and executing drills, the District-Wide Safety Team will review information on the NYSED, SUNY Charter School, and NYCDOE websites as well as Safety Plans from other schools.
- Plans are produced for the following situations and drills:
 - Fire drills
 - Intruder Alert
 - Rapid Dismissal
 - Bomb Scare
 - Code Blue

- UPPS Safety Teams will review the detail of the safety plans with all faculty and staff prior to school opening (including 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 two team members from each school's BRT will attend school safety training offered by the NYC DOE and share learning with the entire staff.
- All members of UPPS District-Wide Safety Team and/or BRT will take Violence Intervention Guidance, CPR, and AED Training.
- The District-Wide Safety Team will conduct 'table top' 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 two weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.
- UPPS 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: UPPS will schedule dates and times of drills with their co-located schools; Just before a drill, UPPS will contact local officials to announce the drill is about to start.
- If there is a need to hire security personnel, UPPS will ensure that all personnel have the appropriate background experience and training to fulfill their role, including how to de-escalate potentially violent situations. In addition, all hired security personnel will participate in a mandated review of the UPPS District-wide Safety Plan.

c. *Implementation of School Security*

School Safety roles at UPPS in collaboration with NYPD School Safety Agents are expected to be as follows:

- School Security: Minimum of 4 dedicated SSA personnel, located
 - At the main entry all day
 - Throughout the school day, walking around the building (hallways, stairwells, exterior perimeter, etc.)
- Internal Security:
 - UPPS Faculty and Administration will monitor the hallways throughout the school day with particular focus on before school, class transition times, lunchtime, and after school.
- Additional Protocols:
 - Access to the school is available strictly through the main entrance. All guests must present ID and sign-in with a SSA.
 - Scanning (at particular sites)
 - Students are given new ID cards at the beginning of each academic year.

- Walkie-talkies are provided to all administrators and operations staff in the event of a drill and/or actual emergency.
- The schools are equipped with security cameras throughout each building

d. Vital Educational Agency Information

- Updated UPPS staff contact lists will be maintained by each school’s Operations Lead and placed in the School-wide Emergency Binder. The binder will also contain contact information of all local emergency response personnel (police, fire, hospital, etc.) and the Board of Trustees, and the demographics for each school (number of students, number of staff members, and an organization chart). Student Emergency Binders will contain all the emergency contact information for each student.
- In addition to binders, UPPS utilizes PowerSchool, an online database, to store and update relevant student demographics.

B. Early Detection of Potentially Violent Behaviors

The UPPS Code of Conduct and Discipline Policy is reviewed annually through a Staff Handbook with all staff members and provides information on how to identify and respond to bullying, harassment and any other potentially violent behaviors. These guidelines are given to the parents and students during enrollment through a Student/Parent Handbook. The guidelines are reviewed with students at the onset of each school year (Early September) through their Advisors as part of an Anti-Bullying section of the UPPS Advisory Curriculum. Additionally, the handbooks can be found on the District’s website, www.uppublicschools.org.

C. Hazard Identification

Through walk-throughs and meetings with UPPS BRTs, NYPD and School Safety Agents, the UPPS District-wide Safety Team has identified the following potential emergency sites and situations:

Potential Emergency Site	Potential Emergency Situation
School Building (in particular: stairwells, hallways, gymnasiums, auditoriums, restrooms)	Student Confrontation, medical illness, emotional distress, physical accident
Adjacent playgrounds/ blacktops	Student Confrontation, medical illness, emotional distress, physical accident
Adjacent parks (St. Mary’s Park)	Student Confrontation, medical illness, emotional distress, physical accident

Off-Campus Field Trips	Student Confrontation, medical illness, emotional distress, physical accident
Buses (in particular: MS transit)	Student Confrontation, medical illness, emotional distress, physical accident

Section III: RESPONSE

A. Notification and Activation (Internal and External Communications)

a. UPPS Chain of Command in an emergency per school-site:

1. Principal
 - notifies Executive Director who notifies the Board of Trustees
2. Assistant Principals
3. BRT (non-administrative members)

b. Cooperation with law enforcement:

- School-site Administration are responsible for contacting local law enforcement agencies in cases of emergency
- All law enforcement agency contacts will be available via binder in the operations and administrative offices.
- Throughout any emergency, UPPS will follow the Chain of Command outlined above to ensure continuity of operations

c. Methods of informing UPPS staff district-wide:

1. School Intercom (internal)
2. School Phone System (internal)
3. Cell phones administration and staff (internal and external)
4. Walkie-Talkies (connected to School Safety Agents)
5. Email (internal and external)
6. Text messages (internal and external)
7. Local Media (when necessary)
8. For co-located sites, the UPPS Principal and/or Assistant Principals will notify all other building Administration directly to take appropriate protective actions.

As previously mentioned in Section 2, Updated UPPS staff contact lists will be maintained by each school's Operations Lead and placed in the School-wide Emergency Binder. The binder will also contain contact information of all local

emergency response personnel (police, fire, hospital, etc.) and the Board of Trustees, and the demographics for each school (number of students, number of staff members, and an organization chart).

Upon the occurrence of violent incident, the Principal will also notify the Executive Director via phone. All staff will be notified by administrators via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.

d. Methods of informing UPPS parents district-wide:

1. Utilization of School Messenger System (through phone call, email, and text)
 - All student information will be periodically updated on PowerSchool (online information system)
 - A hard-copy with student demographics and Emergency contact information will be place in a Student Emergency Binder located in each school’s Operation’s office.
2. At the onset of every school year parents are given up to date Parent/Student handbooks with school- and district-wide safety and contact information.

B. Situational Response

a. Multi-Hazard Response

Detailed procedures for the following are outlined in the separate School-Wide Safety Plan document

Emergency Situation	Response
Fire	Evacuation
Intruder in Building	Hard Lock-down
Medical Emergency	Code Blue Call or have someone call 911 Follow-up with Parent/Guardian.
Threat of Violence	The school-site UPPS Administration will be notified immediately of all implied or direct threats. The level of threat will be determined based on gathered information. The Principal will contact local law enforcement officials if necessary. The situation

	will be monitored closely until the threat subsides or local law enforcement officials take control.
Explosive/ Bomb Threat	Evacuation
Hostage	Lock-down or evacuation as deemed necessary
Kidnapping	Contact SSAs and NYPD/SSD
Civil Disturbance	Soft lock-down
School Bus Accident	Contact Emergency Personnel
Gas Leak	Evacuation
Hazardous Material	Evacuation
Biological Threat	Evacuation
Radiological Threat	Evacuation
Epidemic	Evacuation

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

b. Responses and Protocols to Implied or Direct Threats and Acts of Violence:
Implied or Direct Threats

In the event of an implied or direct threat of violence, UPPS will implement the following protocol:

1. The threat will be reported to UPPS Administration, either directly or through a member of the school staff.
2. UPPS Administration will immediately investigate the report of an implied or direct threat. Such investigation will involve interviewing witnesses to the threat, including students and/or staff, as appropriate to the nature of the threat.
3. UPPS Administration will use the information collected during the initial investigation to make a determination as to the threat's degree of severity. Input from guidance counselors, as well as the prior behavior of the individual implying or issuing the threat, will be considered in making this determination.
4. If the threat's degree of severity is determined to be minor, the individual implying or issuing the threat will be provided with a warning. If the individual is a student, his/her parent or guardian will be contacted by UPPS Administration and will document the incident in a letter to the parent or guardian.

5. If the threat 's degree of severity is determined to be major, UPPS Administration will notify NYPD SSAs and ask for their assistance in completing the investigation and addressing the implied or direct threat. The student will be suspended from school for a period of time consistent with the UPPS Discipline Code as outlined in the Student/Parent Handbook. Parent contact and written documentation will be implemented

Implied or Direct Threats

In the event of an act of violence, UPPS will implement the following protocol:

1. The act of violence will be immediately reported to UPPS Administration.
2. UPPS Administration will respond immediately to the act of violence, depending upon the nature of the violent act, in a manner that attempts to ensure the safety of all students and adults in the building. Based upon the available information, this may include reporting to the location of the violent act and addressing the violent act, implementing efforts to isolate the individual if possible, as appropriate. It may also involve initiating the procedures for a building lockdown or "shelter in place" procedure and contacting area police agencies to request their assistance.
3. Once the area has been secured either by UPPS Administration or SSAs, depending upon the violent incident, the Principal will immediately investigate the act of violence. The investigation will involve interviewing witnesses to the act of violence, including students and/or staff, as appropriate to the nature of the violent incident.
4. If the individuals involved are students, their parents or guardians will be contacted by UPPS Administration and will document the incident in a letter to the parent or guardian. The student(s) will be suspended from school for a period consistent with the UPPS Discipline Code as outlined in the Student/Parent Handbook. In consultation with NYPD, legal action against the individuals committing the act of violence may be pursued, depending upon the nature of the incident.

c. Arrangements for Obtaining Emergency Assistance from Local Government

The UPPS Executive Director and/or UPPS Administrators in an emergency contacts 911 for NYPD, FDNY, or FDNY EMS for response.

d. Procedures for Obtaining Advice and Assistance from Local Government Officials

The UPPS Executive Director in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.

e. District Resources Available for Use in an Emergency:

The UPPS Executive Directors and UPPS on-site Principals will deploy resources, facilities and vehicles to be allocated and used in the event of an emergency.

f. Procedures to Coordinate the Use of School District Resources and Manpower during Emergency:

1. The UPPS Executive Director and each Principal the decision to evacuate.
2. NYPD SSAs and local all local emergency response personnel (police, fire, hospital, etc.) will be notified
3. The UPPS Executive Director will notify the appropriate official(s) at any off campus alternative sites.
4. Teachers will assemble students at the designated assembly site outside the evacuated school building.
5. Parents will be contacted via School Messenger.
6. Teachers/staff will be dispatched to the alternative site(s) to prepare receiving areas.
 - UPPS students will be escorted to the UPPS site located in the PS 754 building
 - UPPS students will be escorted to the UPPS site located in the IS 162 building
7. Teachers will walk students to the designated alternative site, take attendance, and report attendance to the UPPS Administration.

C. Protective Action Options

Situation	Plan
School Cancellation	<ul style="list-style-type: none"> - The UPPS Executive Director and Administrators monitor situation that may warrant school cancellation. - The UPPS Executive Director and Administrators will make a collective cancellation determination - Inform families/ Students via School Messenger and local media - Inform Staff - Inform Board - Inform other parties (co-located schools)
Early Dismissal	<ul style="list-style-type: none"> - The UPPS Executive Director and Administrators will monitor situation that may warrant early dismissal - The UPPS Executive Director and Administrators will make a collective dismissal determination - Agree time to send early dismissal signal (intercom) - Assistant Principal of Operations will contact transportation providers and provisionally make required arrangements

	<ul style="list-style-type: none"> - Inform Families/Students - Inform staff - Retain appropriate school personnel on site until all students have been returned home/picked up
Evacuation (before, during and after school hours)	<ul style="list-style-type: none"> - The UPPS Executive Director and Administrators determine level of threat - Assistant Principal of Operations will contact transportation providers and provisionally make required arrangements - Clear all evacuation routes and sites - Evacuate staff and students to pre-arranged evacuation site - Account for all students and staff populations. Report any missing persons to UPPS Administrators. - The UPPS Executive Director and Administrators will make determination regarding early dismissal - If early dismissal, Assistant Principal of Operations contact families/ transportation providers for pick up - Ensure adult/continued school supervision/security - Retain appropriate school personnel on site until all students have been returned home/picked up
Movement to Sheltering Sites	<ul style="list-style-type: none"> - The UPPS Executive Director and Administrators determine level of threat - Confirm sheltering location, depending on nature of incident - Evacuate staff and students to pre-arranged sheltering site - Account for all students and staff population. Report any missing persons to the UPPS Administrators - The UPPS Executive Director and Administrators make determination regarding early dismissal - If early dismissal, Assistant Principal of Operations contact families/ transportation providers for pick up - Ensure adult/continued supervision/security - Retain appropriate school personnel on site until all students have been returned home/picked up

All protective actions above will be done in cooperation with School Safety Agents and local emergency responders.

SECTION IV: Recovery

Following an emergency situation, the following steps will be taken by UPPS:

- The Executive Director and the Board of Trustees will be notified.
- The Assistant Principal of Operations will be notified so that s/he can determine any costs resulting from the emergency and any investments we will need to apply to recovery phase.
- A letter will be drafted to the school community to acknowledge and address the incident.
- A press release will be created and the Executive Director will prepare to answer questions.
- Counseling services will be made available to the victim(s) of the incident and to the school community at large. UPPS District-wide Safety Team will coordinate 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.
- UPPS Safety Teams (District-wide and School-wide) will meet to reflect on actions taken during the incident and identify areas for the improvement. This will include re-evaluations of violence prevention and school safety activities as appropriate to improve the current plan. Updates to the safety plan will be made as appropriate.
- If needed, a community meeting will be held in order to address questions/concerns of our families.

Appendix A:

University Prep Charter High School co-located School-wide Safety plan in the IS 162 building

Appendix B:

University Prep Charter Middle School co-located School-wide Safety plan in the PS 754 building