



Public Prep Network 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. The safety and well being of our entire school community is our number 1 priority as such we are setting forth guidelines and processes to ensure our buildings remain safe but also ready for any emergencies that may occur. Districts (the charter network office) 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. The document describes the process used by the district in developing this school safety plan, including any strategies such as community or student involvement and collaboration. The plan describes the data or process used for needs assessment and implementation of the plan to meet the individualized needs of the district in keeping with the intent of Project SAVE.

For 2020-2021: COVID-19 Related Safety Procedures please refer to the [Public Prep Reopening Guide](#)

Section I: General Considerations and Planning Guidelines

A. Purpose: The Public Prep Network (“The District” aka “PPN”) District-wide School Safety Plan was developed pursuant to Education Law §2801-a & Commissioner’s Regulation 155.17 at the direction of the Public Prep Network and Public Prep Charter School Academies Board of Trustees, a District-wide School Safety Team was developed to create a district-wide Safety plan to ensure all, but not limited to, staff, students, families, and guests are safe and prepared for any and all school-based emergencies. Public Prep Network is the Charter Management Organization (CMO) for Public Preparatory Academies, parent of Public Prep Charter School Academies. Maintaining and reviewing the District-wide Safety Plan will be done on a yearly basis in collaboration by members of Public Prep Network and Public Prep Academies.

B. Identification of School Teams: Public Prep Network has appointed a District-wide Safety Team consisting of, but not limited to, representatives of the School board, members of Public Prep Academies (“PPA”) teachers, administrators, members of our school’s community council parent associations, school safety personnel, and students.



C. Operational Process and Development: The Public Prep Network District-wide School Safety Plan is developed in correlation with the school-based emergency protocols and individual campus safety plans. Policies, protocols, and procedures are and will continue to be used to develop, carry-out, and if needed change the District-Wide School Safety Plan. The District-wide School Safety Plan was developed using the guidelines of the New York State Education Department Emergency Response Planning Requirements in Education Law §§ 807 and 2801-a, and Commissioner’s Regulation 155.17 in consultation with the New York City Police Department (“NYPD”) and New York City Fire Department (“FDNY”), and New York City Department of Education (“DOE”). In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the school’s Building Response Team made up of school leadership (PPA & DOE (if co-located)), administrators, and members of the school community (PPA & DOE (if co-located)). Public Prep Academies consist of the following facilities in New York City. If a school is located in DOE co-located schools it will be designated below:

Girls Preparatory Charter School of New York (442 East Houston St- co-located w/ P.S 188, The Island School): Grades Pre-K-4th.

Girls Preparatory Charter School of New York (420 E. 12th Street, co-located w/ East Side Community School): Grades 5-8th.

Girls Preparatory Charter School of The Bronx (681 Kelly Street, co-located w/ M.S. 302, Luisa Dessus Cruz): Grades Pre-K-5th.

Girls Preparatory Charter School of The Bronx (890 Cauldwell Avenue, co-located w/ M.S. 301 Paul L. Dunbar)

Boys Preparatory Charter School of The Bronx (192 East 151st Street): Grades Pre-K-6th.

Upon the activation of the Building Response Team, the PPN Superintendent/DOE Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified by calling 911.

D. District Safety Plan Review & Public Comment:

- Education Law §2801-a and Commissioner’s Regulation §155.17 require schools and districts to review the District Safety Plan on a yearly basis. Public Prep Network’s District Safety Plan, as well as Public Prep Academies individual building safety plans, will be reviewed on an annual basis on or before September 1st.
- 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 District only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties.
- Within 30 days from adoption, Public Prep Network will post its district-wide safety plan on its website (<https://www.publicprep.org/>). The URL will be



submitted to the Education Department via the annual Basic Educational Data System (BEDS) collection each October to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption. A copy of the plan will be available at the Public Prep Network Office (192 East 151st Street, 5th Fl, Bronx)

Section II: Risk Reduction/Prevention and Intervention

The below section of the District-wide Safety plan is used to describe the policies and procedures for reducing the risk of violence, implementation of safety drills and violence prevention plans, and the establishment of a clear plan if/when a violent or unsafe incident does occur. The goal is to implement procedures with school culture to create a safe environment for all stakeholders.

A. Prevention/Intervention Strategies: Public Prep Academies (with guidance and direction from Public Prep Network) regular provides the following programs for scholars, staff, and parents:

- Non-Violent Crisis Intervention Training (CPI)
- Peer mediation programs and supports
- Second Step social-emotional learning to promote a supportive school environment
- Mandated Reporting Training
- Public Prep Academies Family Handbook annual review
- Development and implementation of a student tiered behavioral supports plan
- Dignity of All Students Act (DASA) training

Co-located buildings are staffed with New York City Police Department School Safety Agents and security surveillance systems to help support a safe environment for stakeholders

B. Trainings, Drills, and Exercises (Policies and procedures for annual school safety training for students and staff): In collaboration with the Department of Education, Public Prep Academies establish policies and procedures for violent and fire safety drills.

- Schools will establish a campus-wide safety plan in collaboration with their Co-located Department of Education school (s) with safety procedures and policies as well as the establishment of a yearly building response team.
- Campuses will review their individual school-based safety plans on an annual basis. Plans will be updated to include new safety policies and procedures as well as any staffing changes
- All buildings conduct emergency drills including (8) fire drills and (4) lockdown drills including, Fire Evacuation, Lockdown Drills, and Shelter-in drills. Drill



definitions and procedures will be readily available throughout school communication and building signage.

- Other trainings and drills established by each schools building response team

C. School Security: Public Prep Academies works closely with the New York City Police Departments School Safety Division. Each school, its staff, scholars, and families, located within the Department of Education space must adhere to the policies and procedures of the New York City Police Department School Safety Division. Campuses in designated private space must implement their own safety procedures and personnel in coordination with the New York City Police Department and New York City Fire Department. All visitors (defined as anyone who is not a regularly employed member of the building staff) to a school (DOE or Private Space) must sign in at both the building Safety Agents desk at the main building entrance and the schools main office upon arrival. Visitors will receive a *Visitor's Badge* which must be worn during the duration of their time in the building. After signing in with both School Safety and the school's main office, visitors will be asked to remain in the main office until designated school personnel escort them to the requested location. If any members of the school community deems a visitor or situation to be dangerous, threatening, and/or suspicious, they should notify the school Director of Operations and/or a member of the School Leadership Team, and main office immediately.

D. Annual Campus-based Safety Plans: Each school will review and update accordingly their individual campus safety plans. Plans will include contact/communication information, total student enrollment, building floor maps, school-specific safety procedures, evacuation maps and information. Campuses include:

Girls Preparatory Charter School of New York (442 East Houston St- co-located w/ P.S 188, The Island School): Grades Pre-K-4th.

Girls Preparatory Charter School of New York (420 E. 12th Street, co-located w/ East Side Community School): Grades 5-8th.

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Boys Preparatory Charter School of The Bronx (192 East 151st Street): Grades Pre-K-6th.

E. Potentially Violent Behavior- Crisis Intervention Training: Public Prep Academies are committed to providing a safe and responsive school community where students feel safe and can develop the skills and confidence to compete at the highest academic levels and display the character traits needed to enter and complete college. Schools partner with families to reinforce academic, behavioral, and socio-emotional expectations and systems. The goal is to empower our students to do the right thing at all times, reinforce their ability to develop the skills needed to be successful, and celebrate the good things that happen in their lives as a result.



- *Behavior Crisis Response Team (BCRT)*: Public Prep schools are a safe and supportive environment for all of our students. We realize that sometimes children may not be able to safely control their bodies at times of emotional crisis. Public Prep’s curriculum is designed to help students learn to self-regulate and de-escalate conflicts. In the event that a student loses control of his or her body and becomes a danger to himself or herself, other students, teachers or staff, Public Prep schools have Behavior Crisis Response Teams (BCRT) that are properly trained to defuse behaviors that are violent and disruptive. Members of the BCRT are certified in the Crisis Prevention Institute’s Nonviolent Crisis Intervention. This training helps staff members identify student behaviors and respond appropriately in a number of different situations. Non-Violent Crisis Intervention interventions include physical restraint. Restraint is rarely used at Public Prep schools. BCRT teams will always try several strategies to help a student regain control of his or her body before restraint is used.
- *Verbal De-Escalation Training*: Staff will receive student de-escalation training focusing on steps and skills staff should use to identify and work with potentially violent student behavior. Training includes verbal crisis intervention skills, how to reduce challenging behavior and physical assaults, and how to reduce the use of any forms of restraint use.

F. Identifying hazardness and/or unsafe conditions: Public Prep Network and Public Prep Academies will conduct monthly facility reviews to evaluate any potential hazardous and/or unsafe conditions within the school space. Campus staff will notify the DOE co-located space, Building Response Team, and school custodial staff to ensure these conditions are properly addressed. Public Prep Academies buildings are regularly assessed and maintained by the New York City Department of Education.

Section III: Emergency and Safety Communication Policies and Procedures

A. Communicating an Emergency

- In the event of an emergency, Public Prep Academies should follow the policies and procedures set forth in their campus-based emergency response plans. Co-located schools should activate their Building Response Plans outlining and guiding school staff if and when to call emergency services (911).
- In the event of an emergency, staff, scholars, and parents/guardians will be contacted using one and/or all of the communication forms below:
 - Telephone
 - Campus-based building announcement system
 - Email
 - Direct communication
 - Other forms of communication as needed

B. Emergency and Safety Policies and Procedures



- **Emergency Specific Procedures:** Public Prep Network has developed multiple procedures to handle specific emergencies in coordination with the campus-based Building Response Teams. Emergencies addressed in the individual campus-based safety plans include, but are not limited to:
 - Fire
 - Fire Aid Emergencies Requiring CPR/AED Assistance
 - Intruder/Lockdown
 - Outside Threat: Shelter-in
 - Hostage: Lockdown
 - Bomb Threat or Suspicious Package
 - Hazmat (Hazardous Material) or Building Collapse/Explosion
 - Shooter
 - Kidnapping
 - Earthquake (Per FEMA)
 - If indoors
 - If outdoors
 - Hurricane or Tornado

C. Situational Responses

- **Action of Violence and/or threats- Procedures:** Campus-level response plans contain policies and procedures to address acts of violence and/or threats made by visitors of the building by calling for a building intruder/lockdown. Schools should
 - School-based teams should contact a member of the Network team including but not limited to the Managing Director of Operations, Chief Operating Officer, and Superintendent, and/or Assistant Superintendent determine the level threat
 - If the situation is deemed a building threat- school based team should immediately evacuate the situation
 - Team should inform the remaining members of the Building Response Team (including members of co-located schools) and School Safety
 - If deemed appropriate- Building Response Team should initiate a building-wide lockdown
 - Team should continue to monitor the situation and keep the Network team informed. If needed, the building should be dismissed or evacuated.
- **Acts of Violence and/or threats Communication:** Campus Safety Plans include external and internal communication procedures building response teams should follow should the school-based team deem a situation and/or action violent and/or a direct threat to the school.
 - External: The Building Response Team will coordinate an immediate response including the Principal and Director of Operations notifying



school safety and calling 911, Director of Operations will notify the schools Custodial Engineer as well as alert Network Staff including but not limited to the Managing Director of Operations, Chief Operating Officer, and/or Superintendent

- Internal: Messaging via the school-wide notification system, floor wardens will assess the situation, notify school safety, and communicate via walkie-talkie/building phone extensions.
- **Bomb Threats, Hostage threats, kidnapping Procedures**
 - Identification of decision makers.
 - Plans to safeguard students and staff.
 - Procedures to provide transportation, if necessary.
 - Procedures to notify parents.
 - Procedures to notify the media.
 - Debriefing procedures.
- **Communicating with Local Government Officials and Emergency Response Responders**
 - In accordance with Article 2-B of the Executive Law, campuses will obtain the advice and assistance from local government officials including county or city officials.
 - In an emergency staff should use their best judgment if/when calling 911. Director of Operations and/or The Principal in an emergency will be the point person for when 911 fire or EMS services arrive to campus
 - Network team including but not limited to the Superintendent, Chief Operating Officer, and/or Managing Director of Operations will contact the highest-ranking government official for notification and/or guidance.
 - Campus Building Response Teams will obtain assistance from emergency services organizations and local government agencies
 - In an emergency staff should use their best judgment if/when calling 911. Director of Operations and/or The Principal in an emergency will be the point person for when 911 fire or EMS services arrive to campus
 - Network team including but not limited to the Superintendent, Chief Operating Officer, and/or Managing Director of Operations will contact the highest-ranking government official for notification and/or guidance.
- **Campus resources and materials during emergencies:** Emergency “to-go” bag including first-aid kit, student roster and family contact information, emergency protocol/notification card, flashlights, fire extinguishers,

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communication technology (PA system, walkie-talkie, telephone), etc available in classrooms and main office.

- **Procedures to Coordinate the use of campus resources and Manpower during emergencies:** Each campus safety plan contains point-persons during an emergency who will coordinate responses and manpower as well as designee's that will contact emergency response services.
- **Protective Action:** Campus safety plans contain plans and maps for evacuation to ensure the safety of each member of the school community.

Section IV: Post-Incident Response

A. Building Support: Building Response Team (including staff from the Department of Education) are required to debrief after each emergency response. The team should evaluate the level of violence and/or threat and formulate an immediate plan to update members of the school community including students, staff, and families.

B. Student and Staff Support: School social workers, School Leadership Team, Building Response Team, Director and Assistant Director of Student and Family Affairs will be available to answer any questions as well as support the mental health of any member of the school community.