

2026-27 Emergency Response Plan
District Wide Safety Plan

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Introduction

Bedford Stuyvesant New Beginnings Charter Schools (BSNBCS) are dedicated to providing a safe and positive learning environment for our scholars. While school safety requires leadership and coordination by school administration it also requires the involvement and participation of members of the school staff, community and family members and local emergency services agencies. To be successful in our endeavor to provide the safest learning experience, BSNBCS must partner with local and state law enforcement agencies, fire departments, emergency medical services agencies and the local community to develop and implement a unified approach to school emergency response planning. Building effective relationships with local services and community engagement is vital to building a safer school community.

The purpose of this plan is to help the BSNBCS leadership team and Board of Trustees identify and respond to potential emergencies by assigning responsibilities and duties in accordance with New York State law. It is also the purpose of this plan to outline planning strategies that will allow for the quick and effective response to dangerous incidents, emergencies and disasters that may impact the school, our scholars and our staff. It is important that BSNCBS not only develop and maintain this plan, but provide adequate training and practical application exercises to help staff members, scholars, and local emergency services respond quickly before, during, and after an emergency. An Emergency Response Plan that is both well-developed and practiced provides parents/guardians and the community the assurance that the school has established guidelines and procedures to respond to threats and hazards both effectively and efficiently.

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Definitions

Incident - An event that disrupts everyday functioning, but does not pose an immediate threat of danger to life or property.

Serious violent incident - An incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff because of an imminent threat to their safety or health, including, but not limited to: riot, hostage-taking kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

Emergency - A situation, including but not limited to a disaster that requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.

Disaster - A dangerous event occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade causes, such as fire, flood,

earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.

Crisis: Any incident, emergency or disaster that impacts the daily operations of the school and that presents an immediate threat of danger to the school building, staff and/or students; to include any circumstance that may jeopardize the health, safety and welfare of students and/or staff.

Emergency Response Plan (ERP) - The plan drafted by the BSNBCS leadership and approved by the BSNBCS Board of Trustees to provide response guidance to staff, scholars, emergency responders, parents/guardians and members of the community in the event of an incident, emergency or disaster. The BSNBCS ERP is a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level.

School Safety Team - Key school district/ building personnel responsible for planning and executing the Emergency Response Plan. The BSNBCS School Safety team is a building-specific team appointed by the Superintendent (Executive Director), in accordance with regulations or guidelines prescribed by the board of education, the chancellor in the case of New York City, or other governing body. The School Safety team is responsible for the designation of the emergency response team and the development of the building-level emergency response plan and its required components.

Emergency Response Team (ERT) - The building-level emergency response team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the school board, chancellor or other governing body deems appropriate. Members of the ERT have specific roles or responsibilities during an incident, emergency or disaster.

Post-incident Response Team (PIRT) - A building-specific team designated by the School Safety Team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident or emergency.

Emergency Services Agencies (ESA) - Public or private agencies, organizations or groups other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency or disaster.

School cancellation - A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency or disaster.

Early dismissal - Returning students to their homes or other appropriate locations before the end of the school day.

Evacuation - Moving students and staff members for their protection from a school building to a predetermined location in response to an incident, emergency or disaster.

Sheltering (sheltering-in) - Keeping students and staff members in the school building and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

Lock-down - Measures taken to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while preparing a plan of evacuation as a last resort. Lock-down will only end upon physical release from the room or secured area by law enforcement after it has been determined that the threat(s) has been eliminated.

Secured Lockout - Measures taken to immediately secure the building preventing entry into or exit from due to an identified threat outside the building (i.e. emergency or disaster in a nearby building, local violent crime...etc.). During a Secured Lockout, students and staff members may resume normal activities within the building, but ERT members should be prepared to quickly enforce a Lock- Down should the outside threat impact the safety of students and staff within the building.

Incident Command Center/ Post (ICC/ ICP) - Led by the Incident Commander, the center of operational, planning, logistical and administrative efforts necessary to manage an emergency situation and effectively render emergency services.

Compliance with New York State Educational Laws and Regulations

The BSNBCS ERP is written in accordance with emergency response planning as prescribed in Education Laws §§ 807 and §2801-(a) and Commissioner's Regulation NYCRR §155.17; which require schools and districts to create a number of safety teams to include:

- District-wide school safety teams
- Building-level emergency safety teams
- Emergency Response teams
- Post-incident response teams

As BSNBCS is considered an educational district in and of itself, the BSNBCS Emergency Response Plan is written to meet the compliance requirements for both District-Wide School Safety Plans and Building-Level Emergency Response Plans for the 82 Lewis and 217 North 10th Street Campuses.

Section §2801-(a) prescribes minimum requirements of a school emergency response plan, which includes policies and procedures relating to the response to incidents, emergencies and disasters which may affect school buildings, faculties and students. These plans are to minimize the effects of emergencies and to facilitate the coordination of schools and school districts with local, county, and state resources in the event of a threatening situation. The Commissioner of the New York

State Education Department prescribed requirements into regulation §155.17. Requirements include:

§155.17 (a) - Development of school safety plans: Every board of education/ trustees of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York shall adopt by September 1st for the 2016-2017 school year and each subsequent September 1st thereafter, a comprehensive district-wide school safety plan and building-level emergency response plans regarding crisis intervention and emergency response and management, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district. Such plans shall be developed by a district-wide school safety team and a building-level emergency response team and shall be in a form developed by the commissioner in consultation with the Division of Criminal Justice Services, the superintendent of the State Police and any other appropriate State agencies. Each district-wide school safety plan and building-level emergency response plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

§155.17 (c)(2) - Building-Level Emergency Response Plans shall be developed by the Building Level School Safety Team and shall include the following elements:

- **§155.17 (c)(2)(i)** - Policies for the response to emergency situations (i.e. evacuations, sheltering, and lock-down/secured lockout)
- **§155.17 (c)(2)(ii)** - Designation of response teams
- **§155.17 (c)(2)(iii)** - floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area
- **§155.17 (c)(2)(iv)** - Communication during and after emergencies (internal and external)
- **§155.17 (c)(2)(v)** - Definition of the chain of command consistent with NIMS/ICS
- **§155.17 (c)(2)(vi)** - Coordinated plan for the administration of disaster mental health services
- **§155.17 (c)(2)(vii)** - Procedures for annual review
- **§155.17 (c)(2)(viii)** - Procedures for restricting access to crime scenes
- **§155.17 (c)(2)(ix)** - Information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency.

§155.17 (h) -Drills: Each school district and board of cooperative educational services shall, at least once every year, and where possible in cooperation county emergency preparedness officials, conduct one test of its emergency plan or its emergency response procedures under each of its building-level school safety plans, including sheltering or early dismissal. In addition to this district wide requirement for drills, additional fire drills (8 per year) and lock-down drills (4 per year) are also required.

The Board of Trustees will annually appoint a District Wide School Safety Team.

School Safety Team School Safety Team

Plan Development and Maintenance

NYCRR §155.17(b) and §155.17 (c)(11) require that each school shall have building level school safety team that consists of representatives from the following groups:

- Teachers
- Administrators
- Parent Organizations
- School safety personnel and other school personnel and community members,
- Local law enforcement officials, local ambulance or other emergency response agencies
- Any other representatives the board of education, chancellor or other governing body deems appropriate

Building-Level Safety Team

The Building-Level School Safety Team is responsible for the overall development, maintenance and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the BSNBCS ERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.
Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, fire, emergency medical services, mental health and other community organizations. An important component of the school ERP is advanced planning with various federal, state, county and/ or local agencies, as well as community service providers to aid in a timely response to an incident.

BSNBCS 82 Lewis Building-Level Safety Team Members:
Nicholas Tishuk - Chief Emergency Officer (District-wide requirement)
Timothy Haigler - Facilities Manager
Patience Brown (Chief Academic Officer)
Charisma Wright- Assistant Principal
Tinina Alexander NYPD 81st Precinct- Local Law Enforcement Representative
Engine 217 FDNY - Local Fire Department Representative
Victor Rivera- Trustee, BSNBCS Board of Trustees

217 North 10th Street Building-Level Safety Team Members
Nicholas Tishuk - Chief Emergency Officer (District-wide requirement)
Patience Brown (Chief Academic Officer)
Bryan Attmore- Facilities Manager

Edgar Cabrera- Operations Manager
Danielle Corbin- Teacher
Senen Solano- Parent Member
Victor Rivera- Trustee, BSNBCS Board of Trustees
Marie Galante NYPD 94th Precinct- Local Law Enforcement Representative
Engine 221 Ladder 104- Local Fire Department Representative

School Safety and Emergency Response Plan Adoption and Reporting

Distribution of the Plan

NYCRR §155.17(a) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency *and* with the New York State Police within 30 days of adoption.
6/18/24 Date of adoption
8/1/23: Date filed with local Law Enforcement
8/1/23: Date filed with the NY State Police Department

NYPD 81st Police Precinct
30 Ralph Avenue
Brooklyn, NY 11221
Non-Emergency: (718) 574-0411
Emergency: 911

NYPD 94th Precinct
100 Meserole Ave,
Brooklyn, NY 11222
Non-Emergency: (718) 383-3879
Emergency: 911

New York State Police
Headquarters - Field Command
Attn: Safe Schools NY
1220 Washington Avenue, Building 22
Albany, NY 12226
info@safeschools.ny.gov

School ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.

Record of Distribution

Copies of the ERP, including appendices and annexes are recommended to be distributed to:

- School Safety Team
- Local Fire Department
- Local Law Enforcement Agencies
- Local and County Emergency Management
- District Superintendent
- Others deemed appropriate by the School Safety Team

Plan Review and Updates

NYCRR §155.17(a) requires the School Safety Team to review its ERP *annually* and update it by September 1st each year as needed.

Expected 9/1/26: Date of submission for reviewed and updated ERP to NYSED

Purpose and Situation Overview

Schools are exposed to many threats, hazards and vulnerabilities which have the potential for disrupting the school community, exposing students/ staff to injury and for causing damage to public or private property. The BSNBCS School Safety Teams will complete a thorough threat assessment to identify circumstances in and/ or near the school that may present potential risks to the safety of the BSNBCS school building, scholars and staff members.

Threat/ Hazard Assessment

The table below provides a list of potential threats and hazards the School Safety Team should consider when conducting a threat/ hazard assessment.

Threat and Hazard Type	Examples
Natural Hazards	● Earthquakes ● Tornados ● Lighting ● Severe wind ● Hurricanes ● Floods ● Extreme temperatures ● Winter precipitation
Technological Hazards	● Explosions or accidental release of toxins from vehicles or industrial areas ● Accidental release of hazardous materials from within the school such as gas leaks or laboratory spills ● Accidental radiological releases ● Power Failure ● Water failure
Biological Hazards	● Infectious diseases including COVID-19 ● Contaminated food outbreaks ● Toxic materials present in school laboratories
Human-Caused Threats	● Fire ● Active shooters ● Criminal threats or actions ● Gang violence ● Bomb threats ● Domestic violence or abuse ● Suicide ● Cyber attacks

Planning Assumptions and Limitations

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The BSNBCS ERP is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazards Assessments Annex, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken *before* an incident can stop or reduce incident-related losses.
- Maintaining the School ERP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the school's readiness to respond to incidents.

Concept of Operations

The overall strategy of the BSNBCS ERP is to execute timely decisions and actions to prevent hardship, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based on the concept that incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during the incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/ drills. The BSNBCS Incident Commander is designated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. NYCRR §155.17(c)(2)(v) requires a definition of a chain of command consistent with the ICS.

Incident Response

School personnel are likely to be the first on the scene of an incident in the school setting. Staff and faculty are expected to respond as appropriate and notify the Principal or designee, who will take appropriate action until command is transferred to someone more qualified and/ or to an emergency response agency with legal authority to assume responsibility (police, fire, or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school leaders and emergency responders.

Any staff or person in the building that sees or is aware of an emergency or threat shall activate the ERP.

Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied on to manage an incident, and includes examples of the types of tasks that may be performed by different positions.

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. *It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-assigned based on training and qualifications*.

Superintendent (Executive Director)

The Superintendent (or designee) will serve as the Incident Commander and designate a qualified individual(s) to serve as an alternate(s) in the event that the Superintendent is unable to serve in that role. At all times, the Superintendent still retains the ultimate responsibility for the overall safety of students and staff.

Chief Academic Officer

The Chief Academic Officer will act as an alternate Incident Commander for the Superintendent in the event that the Superintendent is unable to serve in that role. The principal, with the assistance of the Assistant Principals, also leads and directs the Emergency Response Team which is comprised of the Floor Captains and staff members/teachers who may be assigned emergency roles during the incident/emergency response.

Principals, Assistant Principals and Instructional Leadership Team

As directed by the Incident Commander and the Principal, Assistant Principals and members of the Instructional Leadership Team shall be responsible for dissemination of information, assisting with communication and evacuation efforts, and the coordination of emergency resources during an emergency or crisis.

Floor Captains

Floor captains are staff members assigned the responsibility of communicating information to classrooms if school-wide communication is unavailable and to conduct floor sweeps during drills and emergencies requiring evacuation or lock-down/Secured Lockout.

Teachers/ Substitute Teacher/ Student Teachers/ Operations & Administrative staff members

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise. Other staff members may be assigned roles to assist with the management of the crisis to include communication, evacuation, and coordination of resources.

Direction, Control and Coordination

School Incident Command System (ICS)

To provide for effective direction, control and coordination of an incident, the School ERP will be activated through the implementation of the ICS.

Staff members are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. The School ICS is organized as follows:

(See following page)

School Incident Command System (ICS) Roles Defined

The Incident Command System is organized into the following functional areas:

Incident Commander

Directs the incident management activities using strategic guidance provided by the Superintendent or their designee.

Responsibilities and duties include:

- Establish and manage the Incident Command Post, establish the incident organization and determine strategies to implement protocols.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants.

Coordinate media relations and information dissemination with the Superintendent/ Principal/ Incident Commander.

- Develop working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Document all significant activities.

Public Information Officer & Liaison Officer

The Superintendent will be the public information officer and liaison for community contact during an emergency or crisis incident. When the superintendent is not available, the Chief Academic Officer will serve in this capacity. Comments to the media by others are discouraged. If administrators are unavailable, the school will have no comment until such time when authorized statements can be made. The Public Information Officer and/ or Liaison Officer will ensure that only accurate, verifiable information is made available to the media at a time and place appropriate for each individual circumstance.

**NOTE: As prescribed by Education Law §2801-a (l) district-wide safety planning requires the designation of a Chief Emergency Officer who is responsible "for coordinating communication between school staff and law enforcement and first responders, and ensuring staff understanding of the district-level safety plan (In this case the BSNBCS Emergency Response Plan). The chief Emergency Officer shall also be responsible for ensuring the completion and yearly updating of building-level emergency response plans. The Chief Emergency Officer is to either be the superintendent or designated by the Superintendent to fulfill the duties of this role.*

Finance/Administration Section

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement and recovering school records following an incident.

Responsibilities and duties include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph and videotape damage to property.
- Develop a system to monitor and track expenses.
- Account for financial losses in accordance with district policy and secure all records.

Logistics Section

Supports ICS by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution. Coordinates personnel, assembling and developing volunteer teams and facilitates communication among incident responders. This function may involve a major role in an extended incident.

Responsibilities and duties include:

- Establish and oversee communications and activities during an incident (two-way radio, written updates, etc.) and develop telephone tree or automated calling system for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident and monitor inventory of supplies and equipment.
- Document all activities.

Operations Section

Directs all tactical operations (actions) of an incident including the implementation of response/recovery activities according to ICS, care of students, first aid, psychological first aid, search and rescue, site security, damage assessment, evacuations and the release of students to parents.

Responsibilities and duties include:

- Monitor site utilities (i.e. electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by the Incident Commander and assist in securing the facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need and access local/regional providers for ongoing crisis counseling for students, staff and parents/guardians.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure and request needed supplies from Logistics Section.
- Document all activities.

Planning Section

Collects, evaluates and disseminates information needed to measure the size, scope and seriousness of an incident and to plan appropriate incident management activities.

Responsibilities and duties include:

- Assist the Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map), assist with ongoing planning efforts and maintain incident log.
- Document all activities.

As needed, Emergency Response Teams may be activated within the Operations Section. NYCRR §155.17(c)(2)(ii) requires the designation of individuals assigned to emergency response teams.

Floor Captains

Floor Captains are assigned the responsibility to communicate information to classrooms if school-wide announcement capabilities are unavailable, and to conduct floor sweeps during drills and emergencies requiring evacuation or Secured Lockout. Backup Floor Captains in the case of absence are noted in the last column.

During a drill or an actual emergency, the duty of a floor captain is to sweep the area they are assigned to; to include classrooms and bathrooms. During a drill or an emergency, everyone is required to leave. If you encounter someone, ensure they leave the building. Also, floor captains must ensure that all doors are closed (in a drill and an actual emergency). Closed doors contain fires.

The duty of an alternate is to take the place of the floor captain when he/she is unavailable to perform the duty. Please check via walkie if the primary floor captain is able to fulfill the duty during a drill or an actual emergency.

Chain of Command for Emergency Response Decision Making

The following list shows the chain of command of decision-makers in the event of a building crisis or emergency.

1. Executive Director (Incident Commander)
2. Chief Academic Officer (Liaison Officer and Alternate Incident Commander)
3. Principal (Public Information Officer and Planning)
4. Chief Operations Officer (Finance & Administration and Planning)
5. Assistant Principals (Operations and Logistics)

Incident Control System (ICS) Team Members

Incident Commander
Primary: Nicholas Tishuk (Executive Director)
Alternate: Patience Brown (Chief Academic Officer
Alternate: Lamar-Renee Garcia (Principal)

Liaison Officer
Primary: Nicholas Tishuk (Executive Director)
Alternate: Patience Brown (Chief Academic Officer)
Alternate: Michael Taylor (Chief Operating Officer)

Public Information Officer

Primary: Nicholas Tishuk (Executive Director)
Alternate: Patience Brown (Chief Academic Officer)
Alternate: Michael Taylor (Chief Operating Officer)

Finance and Accounting Team

Primary: Reina Raju
Alternate: Laetitia Rivera

Logistics Team

Primary Team Leader: Patience Brown
Bryan Attmore (Facilities Manager)
Alternate Team Leader: Frederick Dugans (Logistics Associate)
Charisma Wright (Assistant Principal)

Operations Team

Primary Team Leader: Lamar-Renee Garcia (Principal)
Catherine Townsend (School Nurse)
Alicia Robinson (School Counselor)
Judy Trazino (Operations)
Julissa Lopez (Operations)
Linda Basnight (Safety Associate)

Planning Team
Primary Team Leader: Nicholas Tishuk
Alternate Team Leader: Patience Brown
Chief Emergency Officer: Michael Taylor

BSNBCS Emergency Response Team

BSNBCS has a School Safety Team that addresses all Safety, Emergency Response, and Post-Incident Response planning and execution activities. Our School Emergency Response team and Post Incident Response teams include the staff members listed below:

Employees can be reached via phone at 718-453-0001

Position	**Email**
Executive Director	ntishuk@bsnbcs.org
Chief Academic Officer	pbrown@bsnbcs.org
Principal	lgarcia@bsnbcs.org
Facilities Manager	battmore@bsnbcs.org
Facilities Coordinator	thaigler@bsnbcs.org
School Nurse	nurse@bsnbcs.org
School Counselors	arobinson@bsnbcs.org
Tinina Alexander NYPD 81st Precinct	Tinina.Alexander@nypd.org
Social Worker	kwilliams@bsnbcs.org

Emergency Phone Numbers and Addresses

NYPD – 81st Police Precinct 30 Ralph Avenue Brooklyn, NY 11221 (Between Gates Avenue & Quincy Street)	911 (718) 574-0411
Fire Department – Engine 217 Fire Department Headquarters 940 Dekalb Avenue Brooklyn, NY 11221 (Between Lewis Avenue & Marcus Garvey Boulevard)	911 (718) 999-2000
Woodhull Hospital Medical Emergencies 760 Broadway Brooklyn, NY 11206 (Between Marcus Garvey Boulevard & Flushing Avenue)	911 (718) 963-8000
Poison Control Center Poison Emergencies 455 1st Avenue New York, NY 10016 (Between East 26th & East 27th Streets)	911 (800) 222-1222 (212) 764-7667
Department of Environmental Protection Water, Sewage & Environmental Emergencies 59-17 Junction Boulevard, 13th Floor Flushing, NY 11373	311 (718) 595-7000
Con Edison Gas, Steam & Electrical Emergencies 30 Flatbush Avenue Brooklyn, NY 11217	311 (800) 752-6633

Additional Considerations

Coordination with Responders

The School ERP may have a set of interagency agreements with various agencies to aid in timely communication. Agreements with these agencies and services (including, but not limited to, mental health, law enforcement and fire departments) could help coordinate services between the agencies and the school. The agreements could specify the type of communication and services provided by one agency to another.

In the event of an incident involving outside agencies, a transfer of command from the school Incident Commander to a responding agency will occur.

Source and Use of Resources

The school will use its own resources and equipment to respond to incidents until emergency responders arrive.

Information Collection, Analysis and Dissemination

The School will collect, analyze, and disseminate information during and after an incident.

Types of Information

During an incident, the school will assign administrative staff to monitor weather and local law enforcement alerts. This information will be analyzed and shared with the Incident Commander.

After an incident, the school will assign staff to monitor websites and hotlines of mental health, emergency management and relief agencies. The school will also monitor the school communications, to determine any information pertinent or critical to the school's recovery effort.

Information Documentation

The assigned staff member will document the information gathered including:

- Source of information.
- Staff member who collected and analyzed the information.
- Staff member who will receive and use the information.
- Format for providing the information.
- Date and time the information was collected and shared.

Administration, Finance and Logistics

Agreements and Contracts

If school resources prove to be inadequate during an incident, the school will request assistance from local emergency agencies, other agencies and industry, if needed. Such assistance includes equipment, supplies and/or personnel.

Documentation

The ICS Section Chiefs will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to staff and students

- Evacuations
- Casualties
- Containment or termination of the incident

Incident Costs

The ICS Finance/Administration Section is responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of incident response costs that can be used in preparing future school budgets and to share these costs with the Superintendent and District Business Office. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

Preservation of Records

In order to continue normal school operations following an incident, records such as legal documents and student files must be protected (i.e. in the event of a fire and flood).

Risk Reduction/Prevention and Intervention

Prevention/Intervention Strategies

Research indicates that positive, skills-based approaches can increase the safety of students and school personnel. BSNBCS will continually strive to emphasize prevention and intervention strategies to minimize the potential for conflicts, altercations, and school-related violence. The goal of the intervention and prevention strategies is to create a safe and secure learning environment for students.

The BSNBCS mental health professionals, school nurse and school counselors will participate in any emergency requiring their expertise in planning, providing care, follow-up crisis intervention, and evaluation.

School health crisis prevention efforts include:

- Evaluating the environment for safety and health hazards and recommending appropriate changes when necessary.
- Training and updating the staff in infection control standards and measures annually.
- Maintaining first aid manual and infection control manual.
- Providing adequate supplies for personal protection from blood-borne pathogens, first aid and “Go Bags” to be used in the response to medical emergencies.
- Assisting in education for health and safety issues.

- Maintaining a database of information for student and staff needs including emergency concerns.
- Being knowledgeable about emergency plans.
- Participating in and evaluating emergency drills.

School Counselor/Mental Health Professional prevention efforts include:

- Individual counseling of students by school counseling staff.
- Group counseling, when appropriate.
- Emphasizing non-violent conflict resolution strategies.
- Establishing an anonymous reporting mechanism for students who wish to notify school administrators about potential incidents of school violence.
- Principals will also adjust scheduling procedures to minimize the potential for conflicts or altercations between given students.

Early Detection of Potentially Violent Behaviors

The District will make informative materials available to teachers, administrators, parents, and students regarding the early detection of potentially violent behaviors.

Building Security Procedures

Procedures that will minimize risks to students and staff from intruders or other persons intent on threats and/or harm begin with controlling access. A single point of entry equipped with an electromagnetic lock controlled by the BSNBCS Security Control Point will be used in each school building with all other entrances kept locked while school is in session for the day. The following visitor procedures will be followed:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor. All individuals entering the buildings must enter through the front doors (single point of entry). A camera and door lock system will be used to permit entry only after visitors have identified themselves and the purpose of their visit.

2. All visitors to the school must report to the Security Desk immediately upon arrival at the school. The visitors will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds.

3. Visitors attending school functions that are open to the public, such as parent group meetings or public gatherings, are not required to register.

4. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

5. All visitors are expected to abide by the rules for public conduct on school property contained in the BSNBCS Handbook. If visitors do not abide by the rules for public conduct, their permission to visit may be revoked, and they will be required to leave school grounds.

6. Visitors who violate the Code of Conduct shall be subject to penalties. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to immediate ejection, loss of privileges to attend future activities and events, may be banned from school property, and may be subject to civil or criminal legal action pursued by the District.

Acts of Violence: Implied or Direct Threats

A violent student means a student age 21 or under who:

- Commits an act of violence upon a school employee, or attempts to do so.
- Commits an act of violence while on school property or at a school function upon another student or any other person lawfully on school property or at a school function, or attempts to do so.
- Possesses a weapon while on school property or at a school function.
- Displays what appears to be a weapon while on school property or at a school function.
- Threatens to use a weapon while on school property or at a school function.
- Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school
- function.
- Knowingly and intentionally damages or destroys school property. See Education Law §3214(2-a)(a), §3214(2-a)(3) and (4), and §3214(6).

The policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel, or visitors are articulated in the Code of Conduct. Examples of such violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student, or any other person lawfully on school property, or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee, or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school property.

Incident, Threat, Hazard, Emergency and/ or Danger Response(s)

The BSNBCS School Safety, Emergency Response and Post-Incident Response Team must be prepared to engage in the appropriate responses to a multitude of threats, hazards and emergency situations. The following response actions are to be applied as each threat or emergency requires.

Crisis Alert

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 Executive Director or the person in charge of the building as outlined in the Chain of Command.

The Executive Director or the person in charge of the building as outlined in the Chain of Command makes the determination that a crisis has occurred and declares one of four responses; initiating the ICS.

1. Code Blue *(Medical Emergency)*
2. Secured Lockout
3. Shelter-in
4. Evacuation *or* Fire Drill

In the event the Executive Director is not on-site, the Principal, or the next person in the chain of command, determines the response and communicates to the Leadership Team to implement.

Emergency Response Codes and Responses

Communication Systems

To communicate emergency information to staff members, the Emergency Response Team will use the following system:

1. The School Messaging System (SMS) will be used to notify all personnel via automated phone call, text and email.
2. Walkie system can be used to notify individuals on each floor, to pass on appropriate information, as needed.
3. Floor Captains will walk room-to-room to communicate the information, as needed. Please see list above.

Code Blue: Medical Emergency Response

"Code Blue" is an emergency procedure performed on people suffering from stopped/ abnormal breathing and/or cardiac arrest.

1. The Principal, Instructional Leadership Team Member or an Operations Team Member announces *"Code Blue"* by stating over the Walkie Talkies OR intercom system, *"Code Blue on the (floor/room/location)".*

2. Upon hearing on the Walkie Talkie OR Intercom System, any trained personnel retrieves the AED and responds to location.

3. Once trained personnel have arrived at the scene, they shall perform the following:

    - Assess the scene is safe
    - Check for a response – Tap and Shout
    - Yell for Help. Have someone call 911 and obtain the AED, administer chest compressions
    - Check for no normal breathing or only gasping. (Minimum 5 sec, Maximum 10 sec)
    - Perform CPR (30 compressions followed by 2 breaths until the AED arrives)
    - Apply the AED as soon as it is available.
    - For victims equal to or less than 55lbs or under 8 years of age, Perform 2 minutes of CPR before applying AED. If needed and available, use pediatric defibrillation pads.
    - Turn AED ON
    - Following AED instructions, apply defibrillation pads in the proper locations.
    - Do not place the AED pads over the nipple, medication patches, or implanted devices.
    - When advised, deliver a shock to the patient after first clearing the patient area.
    - Begin CPR for 2 minutes.
    - Continue to monitor the patient's breathing and perform 1 shock followed by 2 minutes of CPR until otherwise prompted by the AED or EMS personnel.
    - Leave AED ON and attached to the patient until EMS instructs you otherwise.

<u>Transfer to Care of EMS</u>

1. Follow instructions of EMS
2. Document and communicate important information such as the victim's name, age and history to EMS.
3. AED screen will display elapsed time and number of shocks delivered.
4. Assist as requested by EMS.

<u>Post Use Procedures</u>

Immediately following the use of the AED, contact Celeste McGee (718) 391-8566 or Donovan Lauther (718) 391-8227. A member of the Emergency Skills, Inc. staff will be dispatched to BSNBCS to retrieve data, review AED response, replenish supplies and complete NYS required quality assurance report.

Lock-down

"*Lock Down"* 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.

Initiating a Lock-Down

1. Staff will immediately be notified via the School Messaging System that a Lock Down has been initiated Floor Captains will also alert classrooms and workspaces to ensure all staff are alerted.

2. The Principal calls 911. Teachers do the following in response:

    - Move students away from the doors of the classroom to an area that cannot be seen from the door windows if possible (teachers should be positioned between the students and the classroom doors if possible) and cover the classroom door window(s).
    - Lock the classroom door, when possible.
    - Ensure students are in complete silence.

3. The Principal notifies the Security Associates and Facilities Manager via Walkie Talkie. The Facilities Manager assures that the building is locked and then monitors the first floor hallway.

4. Floor Captains will check attendance on designated floors, conduct bathroom sweeps and place students into the nearest available classrooms.

    - Teachers report *"All Clear",* or any missing and extra students (e.g., a student in pull out services) to the Floor Captain checking the classroom. Teachers should not leave their class unattended to look for any missing students.
    - Floor Captains notify the Principal via Walkie Talkie after their sweep to note whether a floor is *"All Clear*" or not.

5. After a floor sweep, Teachers:

    - Keep classroom doors closed/locked and relocate all students into the area of the classroom out of view from the classroom door.
    - Continue to supervise students and keep them silent until the situation is resolved.
    - Remain calm and reassure students that they are safe.

        1. Teachers announce *"All Clear"* to the Floor Captain only after accounting for each of their students.
        2. The Principal will announce "*All Clear" via the walkie talkie* once he or she receives confirmation from the Floor Captains that all floors are clear. Messages will also go

out to all staff via the School Messaging System and Floor Captains will alert classrooms of an *"All Clear".*

3. The Principal will communicate to parents via the School Messenger System, which will send automated phone calls and emails. In the absence of the Principal an Operations Team Member will be provided with this information from the Academic Leaders to communicate via the school messenger system.

Sheltering-in/ Secured Lockout

"Sheltering-in/ Secured Lockout*"* 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. Depending on the type of threat, will depend on what we do inside the building.

Outside Threat due to a person/situation (Secured Lockout)

This would include the robbery of a nearby store or person while the assailant is at-large or similar situations when we are keeping someone or a group of people out of the building.

Initiating a "Sheltering-in/ Secured Lockout"

1. The Principal, Instructional Leadership Team Member or an Operations Team Member announces a *"Sheltering in"* via the School Messenger System.
2. The Principal calls 911 and communicates with emergency management authorities (as required).
3. The Principal notifies the Security Associate and Facilities Manager via Walkie Talkie. The Facilities Manager assures that the building is locked and then monitors the first floor hallway.
4. Floor Captains will check attendance on designated floors and conduct bathroom sweeps and place students into the nearest hallway.

    - Teachers report *"All Clear",* or any missing and extra students (e.g., a student in pull out service) to the Floor Captain checking the classroom. Teachers should not leave their class unattended to look for any missing students.
    - Floor Captains notify the Principal via Walkie after their sweep to note whether a floor is *"All Clear*".
    - Once all students are accounted for, classes resume as usual.

Outside threat due to dangerous weather (Sheltering-In)

This would include a hurricane, tornado or fire outside of the building.

Initiating a "Sheltering-in"

1. The Chief Academic Officer, Principal, Instructional Leadership Team Member or an Operations Team Member announces a *"Sheltering in"* via the School Messenger System.
2. The Chief Academic Officer calls 911 and communicates with emergency management authorities (as required).
3. The Chief Academic Officer notifies the Security Associates and Facilities Manager via Walkie Talkie. The Facilities Manager assures that the building is locked and then monitors the first floor hallway.
4. Floor Captains will check attendance on designated floors and conduct bathroom sweeps and place students into the nearest hallway.
   - Teachers report *"All Clear",* or any missing and extra students (e.g., a student in pull out service) to the Floor Captain checking the classroom. Teachers should not leave their class unattended to look for any missing students.
   - Floor Captains notify the Principal via Walkie after their sweep to note whether a floor is *"All Clear*".
5. All classes exit classrooms in a single file, straight, and quiet line into the hallway. Teachers must bring their Laptop
6. Students sit silently on the floor in the designated areas. Floor Captains will make the determination if students need to assume protective posturing (students kneel, face the wall, and cover their heads with their hands.)
7. If it is necessary to move students further into the building for protection from the outside elements, Floor captains will notify the teachers and the school will begin a systematic relocation of students starting with the fifth floor, moving down each floor as the floor above is cleared. Staff and Students will relocate as follows:

    1. Teachers on each floor will reassure students that they are safe.
    2. The Principal or an Operations Team Member will announce over the School Messenger System and Walkie Talkie that the building is safe once the Principal receives confirmation from the Floor Captains.

In the event that a "Sheltering-In" necessitates that students be moved to areas without windows, the students will be lined up in the Lewis and Hart Avenue hallways instead of relocating to the gymnasium.

Evacuation or Fire Drill

"Evacuation/ Fire Drill" 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 in *"Evacuation*". "*Evacuation"* may also be called by the Principal for any reason that necessitates school evacuation.

<u>Initiating an "Evacuation"</u>

1. Fire alarm sounds. If the Principal needs to provide special instructions, this must be done before sounding the evacuation. In the case of a bomb threat, staff and students must be advised to not use their cell phones.
2. The Principal calls 911 and communicates with emergency management authorities.
3. The Principal notifies the Security Associate and Facilities Manager via Walkie Talkie. The Floor Captains ensure that the building is vacated .
    - During floor and bathroom sweeps, Floor captains will place students found into the nearest available classrooms to evacuate with those classrooms.
4. At the evacuation site:
    - Teachers ensure accountability of their students and report *"All Clear",* or any missing and extra students (e.g., a student in pull out services) to the Floor Captain checking the classroom. Teachers should not leave their class unattended to look for any missing students.
    - Teachers must bring their Laptop.

<u>Exiting Procedures</u>

1. Teachers must bring their Laptop and emergency folder (which contains red/ green signal cards).
2. Students quickly and quietly retrieve their jackets, unless they are in another classroom, or directed to do otherwise by the Principal.
3. Teachers will lead their classes quickly and calmly to their assigned Fire Drill exits and head to the evacuation site.
4. Teachers and staff members will evacuate using the prescribed routes.

Floor Captains assume the responsibility for assuring that students who are injured and have mobility issues are safely evacuated out of the building. These students will follow their class to the appropriate exit and wait for pick up by these captains or their designees.

Floor Captains/ School Leaders have the responsibility to communicate information to classrooms if school-wide announcement capabilities are unavailable, and to conduct floor sweeps during drills and emergencies requiring evacuation.

- During a drill or an actual emergency, the duty of a floor captain include:
- Sweep the area they are assigned to; to include classrooms and bathrooms. During a drill or an emergency, everyone is required to leave. If you encounter someone, ensure they leave the building.
- Ensure that all doors are closed (in a drill and an actual emergency). Closed doors contain fires.

The duty of an **alternate** is to take the place of the **floor captain** when he/she is unavailable to perform the duty. Please check via walkie if the primary **floor captain** is able to fulfill the duty during a drill or an actual emergency. **Alternate Floor Captains** in the case of absence are noted in the last column.

Should a student require transportation via ambulance to the nearest hospital, he or she will be escorted by a staff member of the Student Support Team (K-8) as directed by the Incident Commander or Principal.

When exiting the building Floor Captains/School Leaders will inform the Admin Office Manager via Walkie Talkie of an *"All Clear"* for their assigned floor(s). All staff with a fire drill assignment will need to have walkie talkies.

Please note that calling an "all clear" means there is no one on your floor or coming down from a floor above. Someone may be posted at the security cameras to view the cameras.

To ensure accountability, teachers will hold up the "red/green card" in their emergency folders to indicate whether they have accountability of their students (green) or that they are missing a student(s) (red). Floor captains will assist in finding missing students for accountability purposes.

Communication Plan in the event of an Evacuation or Other Emergency

In the event of an evacuation from the school premises, BSNBCS will contact all families via the School Messenger or another automated system via calls and emails. Details will be provided to families of the school's location and further instructions and a designated contact.

School Cancellation or Changes – Snow or other Emergency

BSNBCS typically follows the lead of the City of New York City in making decisions about school cancellations or other school opening or closing changes due to citywide safety issues. Specifically, if other New York City public schools are canceled for weather or any other emergency, BSNBCS may cancel school to protect the safety of all scholars and staff. BSNBCS reserves the right to cancel or change school schedules to meet weather or special circumstances.

If the Department of Education schools are on holiday, 1010 WINS will announce if BSNBCS is closed. BSNBCS will also use the School Messenger automated system via calls and emails.

Hold in Place Annex

Students in hallways, bathrooms or other common areas will return to their classroom. If the Hold-in-Place is announced between class periods, students will return to their previous class to await instructions. If the route is blocked, students will go to the nearest classroom and advise the teacher that they are unable to get to their class and await instructions.

All available staff members will assist in maintaining order and accounting for students. Remain in position until further instruction is given or remaining in place compromises safety.

Crime Scene Management

Purpose

This section outlines procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property as required in NYCRR §155.17(c)(2)(viii).

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remains as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence.

To preserve the crime scene, the Incident Commander will designate a staff member(s) to cordon off the scene and remain watchful, preventing anyone from entering or disturbing it until appropriate law enforcement agencies take control of the crime scene.

Communication between School and Emergency Responders

The school will contact and maintain communications with emergency responders during an incident. The School Incident Commander will transfer command to the appropriate emergency responder who arrives on the scene to assume management of the incident, including coordination of internal and external communications. The Incident Commander will use the communication platform and/or other means described in the School ERP to notify the principal/designee of the school's status and needs. The school and emergency responders will coordinate the release of information to ensure that information is consistent, accurate and timely.

Internal Communications

The school has identified the Superintendent of Schools and/or her designee as the school spokesperson or public information officer (PIO) who will be responsible to:

- Help create the policies and plans for communicating emergency information internally and to the public.
- Follow the communications policies and procedures established by the school.
- Help establish alternative means to provide information in the event of a failure of power, phone or other lines of communication.
- Develop materials for use in media briefings.
- Act as the contact for emergency responders and assist in the coordination of media communications.

Communication between School Officials and Students

Communication of emergency information between school officials will primarily take place through the school's public address system or face-to-face between faculty and students. Other methods of communication with students may include the following:

- Text-Messaging System/E-mail System: A text-messaging or e-mail system is available to provide those who are registered to receive messages with updates during an incident.
- Mobile Device Applications such as radios and/or cell phones.

External Communications

School officials must communicate with the larger school community on how incidents will be addressed on a regular basis. However, once an incident does occur, parents, media and the community at large will require clear and concise messages from the school about the incident. This will include what is being done and the safety of the children and staff.

Communication with Parents

Before an incident occurs, the school will:

- Inform parents on how to access alerts and incident information.
- Inform parents that the school has developed an ERP, its purpose and its objectives.
- **Detailed response tactics should not be shared if they will impede the safe response to an incident**.
- Information will be included in the annual school calendar.

In the event of an incident, the school will:

- Disseminate information using the automated calling system to inform parents about what is known to have happened.
- Implement a plan to manage phone calls and parents who arrive at the school.
- Describe how the school and school district are handling the situation.
- Provide a phone number, web site address or recorded hotline where parents can receive updated incident information.
- Inform parents and students when and where school will resume and the family reunification process.

After an incident, school administrators may schedule and attend an open question- and-answer meeting for parents/guardians as soon as possible.

Communication with the Media

In the event of an incident, the School Incident Commander or the emergency responder Incident Commander (in the event command has been transferred), will coordinate with the public information officer and/or participate in a joint information effort to:

Determine whether media communication is in the interest of the health and safety of students and families, to convey urgent information. Should media communication be helpful in conveying health information to students and families, a media site and reception area may be established away from the school and any established Incident Command Post, Evacuation site or Reunification site.

- Determine a media location for low impact events (such as a water main break) and high impact events (such as an active shooter incident) when media interviews at the school would be deemed impracticable due to the nature and severity of the incident.
- Low Impact events can be handled at the School District Central Offices or similar type facilities as the number of media outlets and duration of media coverage can be expected to be low.
- High Impact events can be handled at a community center, park or other facility that is of appropriate size to accommodate a large number of media outlets for an
- extended duration. DO NOT use government facilities (fire stations, etc.) as this will interfere with government administration and operations.

(See below)

Training, Drills and Exercises

BSNBCS understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the BSNBCS ERP, the following training and exercise actions should occur. Instrumental to the success of the school safety plan is staff and student understanding of how to respond appropriately in a given emergency context. Inherent in this requisite understanding is the need for ongoing training and instruction in the form of periodic drills and exercises.

The School Safety Team will coordinate the procedures for implementing a comprehensive training strategy. Examples of training include sharing the emergency response procedures with staff members at the beginning of each school year, conducting table- top exercises with key safety team members, lock-down drills, and testing evacuation and sheltering procedures on an as needed basis. Safety plans and procedures will also be shared with local law enforcement and emergency response agencies such as the local fire department and emergency medical services teams.

County law enforcement and the county anti-terrorism task force will also be made privy to school safety plans including detailed diagrams of school district facilities. The New York State Police

will be brought in to train staff members on pertinent safety procedures as well as violence prevention and intervention strategies. The Chief Emergency Officer will coordinate and evaluate the conduct of drills and exercises held.. An after-action review shall be conducted by the School Safety Team to capture lessons learned and to continue to test, refine, and update emergency response procedures. Particular attention will be given to training new teachers and staff members on safety plans. Substitute teachers will also be oriented to basic response procedures.

Training

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

1. Roles and Responsibilities – Deliver at start of school year
2. Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhses.ny.gov. Or by contacting your local emergency management agency.

Annual training

- Review ERP with staff.
- Conduct full staff briefings on roles to perform during an emergency.
- Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP.
- Conduct student briefings on roles they perform during an emergency.

Drills and Exercises

At a minimum, the school will conduct the following drills annually:

- Education Law §§ 807 mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of 12 drills each school year.
- NYCRR §155.17(c)(3) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).
- Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills: 12 emergency drills will be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be evacuation drills. Eight of the required twelve drills must be completed in the first half of the school year (December 31).

Lockdown drills will be conducted internally to ensure that school staff have the ability to secure the facility and students against an immediate threat to life and safety. Such drills will cause minimal interruption to academic activities and will involve the clearance of hallways, locking of classrooms and positioning of students and staff in pre- designated “safe areas” within each

room. Where possible, the school should seek out opportunities to conduct full-scale response exercises with law enforcement.

Whenever a lockdown drill will be conducted, whether announced or unannounced, the school will notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to and at the conclusion of the drill. The purpose of this suggestion is to ensure that law enforcement does not receive a false report that the school is in actual lockdown.

Building Access and Information

Building Access Points of Contact

The following information will assist emergency responders with managing emergencies within the building. Points of contact for this information include:

Nicholas Tishuk (Executive Director)
Bryan Attmore (Facilities Manager)
Tim Haigler (Facilities Coordinator)

Building hours and Schedule of Operations

Times building is open to staff before and after school hours: 7:00 a.m. - 6:00 p.m.

School Calendar: *Attached as Appendix A*

Annex A: Current School Calendar

Day	Month	Day	2026-27 Description
Wednesday	July	1	Summer Staff and Clean Up
Thursday	July	2	Summer Staff and Clean Up
Friday	July	3	Summer Staff and Clean Up
Saturday	July	4	Weekend
Sunday	July	5	Weekend
Monday	July	6	Summer School Grades 1-11
Tuesday	July	7	Summer School Grades 1-11
Wednesday	July	8	Summer School Grades 1-11
Thursday	July	9	Summer School Grades 1-11
Friday	July	10	Summer School Grades 1-11
Saturday	July	11	Weekend
Sunday	July	12	Weekend
Monday	July	13	Summer School Grades 1-11
Tuesday	July	14	Summer School Grades 1-11
Wednesday	July	15	Summer School Grades 1-11
Thursday	July	16	Summer School Grades 1-11
Friday	July	17	Summer School Grades 1-11
Saturday	July	18	Weekend
Sunday	July	19	Weekend
Monday	July	20	Summer School Grades 1-11
Tuesday	July	21	Summer School Grades 1-11
Wednesday	July	22	Summer School Grades 1-11
Thursday	July	23	Summer School Grades 1-11
Friday	July	24	Summer School Grades 1-11
Saturday	July	25	Weekend
Sunday	July	26	Weekend
Monday	July	27	Summer School Grades 1-11
Tuesday	July	28	Summer School Grades 1-11
Wednesday	July	29	Summer School Grades 1-11
Thursday	July	30	Summer School Grades 1-11
Friday	July	31	Summer School Grades 1-11
Saturday	August	1	Weekend

Sunday	**August**	**2**	**Weekend**
Monday	**August**	**3**	**Staff Training**
Tuesday	**August**	**4**	**Staff Training**
Wednesday	**August**	**5**	**Staff Training**
Thursday	**August**	**6**	**Staff Training**
Friday	**August**	**7**	**Staff Training**
Saturday	**August**	**8**	**Staff Training**
Sunday	**August**	**9**	**Weekend**
Monday	**August**	**10**	**Staff Training**
Tuesday	**August**	**11**	**Staff Training**
Wednesday	**August**	**12**	**Staff Training**
Thursday	**August**	**13**	**Staff Training**
Friday	**August**	**14**	**Staff Training**
Saturday	**August**	**15**	**Staff Training**
Sunday	**August**	**16**	**Weekend**
Monday	**August**	**17**	**Staff Training**
Tuesday	**August**	**18**	**Staff Training**
Wednesday	**August**	**19**	**Staff Training**
Thursday	**August**	**20**	**Staff Training**
Friday	**August**	**21**	**Staff Training**
Saturday	**August**	**22**	**Staff Training**
Sunday	**August**	**23**	**Weekend**
Monday	**August**	**24**	**Staff Training**
Tuesday	**August**	**25**	**Staff Training**
Wednesday	**August**	**26**	**Staff Training**
Thursday	**August**	**27**	**Staff Training**
Friday	**August**	**28**	**Staff Training**
Saturday	**August**	**29**	**Staff Training**
Sunday	**August**	**30**	**Weekend**
Monday	**August**	**31**	**Regular School Day: Students and Staff in Session**
Tuesday	**September**	**1**	**Regular School Day: Students and Staff in Session**
Wednesday	**September**	**2**	**Regular School Day: Students and Staff in Session**
Thursday	**September**	**3**	**Regular School Day: Students and Staff in Session**
Friday	**September**	**4**	**Regular School Day: Students and Staff in Session**
Saturday	**September**	**5**	**Weekend**

Sunday	**September**	**6**	**Weekend**
Monday	**September**	**7**	**Federal Holiday: School Closed, No Students or Staff LABOR DAY**
Tuesday	**September**	**8**	**Regular School Day: Students and Staff in Session**
Wednesday	**September**	**9**	**Regular School Day: Students and Staff in Session**
Thursday	**September**	**10**	**Regular School Day: Students and Staff in Session**
Friday	**September**	**11**	**Regular School Day: Students and Staff in Session**
Saturday	**September**	**12**	**Weekend**
Sunday	**September**	**13**	**Weekend**
Monday	**September**	**14**	**Regular School Day: Students and Staff in Session**
Tuesday	**September**	**15**	**Regular School Day: Students and Staff in Session**
Wednesday	**September**	**16**	**Regular School Day: Students and Staff in Session**
Thursday	**September**	**17**	**Regular School Day: Students and Staff in Session**
Friday	**September**	**18**	**Regular School Day: Students and Staff in Session**
Saturday	**September**	**19**	**Weekend**
Sunday	**September**	**20**	**Weekend**
Monday	**September**	**21**	**Regular School Day: Students and Staff in Session**
Tuesday	**September**	**22**	**Regular School Day: Students and Staff in Session**
Wednesday	**September**	**23**	**Regular School Day: Students and Staff in Session**
Thursday	**September**	**24**	**Regular School Day: Students and Staff in Session**
Friday	**September**	**25**	**Regular School Day: Students and Staff in Session**
Saturday	**September**	**26**	**Weekend**
Sunday	**September**	**27**	**Weekend**
Monday	**September**	**28**	**Regular School Day: Students and Staff in Session**
Tuesday	**September**	**29**	**Regular School Day: Students and Staff in Session**
Wednesday	**September**	**30**	**Regular School Day: Students and Staff in Session**
Thursday	**October**	**1**	**Regular School Day: Students and Staff in Session**
Friday	**October**	**2**	**Regular School Day: Students and Staff in Session**
Saturday	**October**	**3**	**Weekend**
Sunday	**October**	**4**	**Weekend**
Monday	**October**	**5**	**Regular School Day: Students and Staff in Session**
Tuesday	**October**	**6**	**Regular School Day: Students and Staff in Session**
Wednesday	**October**	**7**	**Regular School Day: Students and Staff in Session**
Thursday	**October**	**8**	**Regular School Day: Students and Staff in Session**
Friday	**October**	**9**	**Regular School Day: Students and Staff in Session**

Saturday	**October**	**10**	**Weekend**
Sunday	**October**	**11**	**Weekend**
Monday	**October**	**12**	**Federal Holiday: School Closed, No Students or Staff: COLUMBUS DAY**
Tuesday	**October**	**13**	**Regular School Day: Students and Staff in Session**
Wednesday	**October**	**14**	**Regular School Day: Students and Staff in Session**
Thursday	**October**	**15**	**Regular School Day: Students and Staff in Session**
Friday	**October**	**16**	**Regular School Day: Students and Staff in Session**
Saturday	**October**	**17**	**Weekend**
Sunday	**October**	**18**	**Weekend**
Monday	**October**	**19**	**Regular School Day: Students and Staff in Session**
Tuesday	**October**	**20**	**Regular School Day: Students and Staff in Session**
Wednesday	**October**	**21**	**Regular School Day: Students and Staff in Session**
Thursday	**October**	**22**	**Regular School Day: Students and Staff in Session**
Friday	**October**	**23**	**Regular School Day: Students and Staff in Session**
Saturday	**October**	**24**	**Weekend**
Sunday	**October**	**25**	**Weekend**
Monday	**October**	**26**	**Regular School Day: Students and Staff in Session**
Tuesday	**October**	**27**	**Regular School Day: Students and Staff in Session**
Wednesday	**October**	**28**	**Regular School Day: Students and Staff in Session**
Thursday	**October**	**29**	**Regular School Day: Students and Staff in Session**
Friday	**October**	**30**	**Regular School Day: Students and Staff in Session**
Saturday	**October**	**31**	**Weekend**
Sunday	**November**	**1**	**Weekend**
Monday	**November**	**2**	**Regular School Day: Students and Staff in Session**
Tuesday	**November**	**3**	**Regular School Day: Students and Staff in Session**
Wednesday	**November**	**4**	**Regular School Day: Students and Staff in Session**
Thursday	**November**	**5**	**Regular School Day: Students and Staff in Session**
Friday	**November**	**6**	**Regular School Day: Students and Staff in Session**
Saturday	**November**	**7**	**Weekend**
Sunday	**November**	**8**	**Weekend**
Monday	**November**	**9**	**Regular School Day: Students and Staff in Session**
Tuesday	**November**	**10**	**Regular School Day: Students and Staff in Session**
Wednesday	**November**	**11**	**Federal Holiday: School Closed, No Students or Staff: VETERANS DAY**

Thursday	**November**	**12**	**Regular School Day: Students and Staff in Session**
Friday	**November**	**13**	**Regular School Day: Students and Staff in Session**
Saturday	**November**	**14**	**Weekend**
Sunday	**November**	**15**	**Weekend**
Monday	**November**	**16**	**Regular School Day: Students and Staff in Session**
Tuesday	**November**	**17**	**Regular School Day: Students and Staff in Session**
Wednesday	**November**	**18**	**Regular School Day: Students and Staff in Session**
Thursday	**November**	**19**	**Regular School Day: Students and Staff in Session**
Friday	**November**	**20**	**Regular School Day: Students and Staff in Session**
Saturday	**November**	**21**	**Weekend**
Sunday	**November**	**22**	**Weekend**
Monday	**November**	**23**	**Staff Training**
Tuesday	**November**	**24**	**Staff Training**
Wednesday	**November**	**25**	**School Vacation: No Students or Staff: THANKSGIVING BREAK**
Thursday	**November**	**26**	**School Vacation: No Students or Staff: THANKSGIVING BREAK**
Friday	**November**	**27**	**School Vacation: No Students or Staff: THANKSGIVING BREAK**
Saturday	**November**	**28**	**School Vacation: No Students or Staff: THANKSGIVING BREAK**
Sunday	**November**	**29**	**School Vacation: No Students or Staff: THANKSGIVING BREAK**
Monday	**November**	**30**	**Regular School Day: Students and Staff in Session**
Tuesday	**December**	**1**	**Regular School Day: Students and Staff in Session**
Wednesday	**December**	**2**	**Regular School Day: Students and Staff in Session**
Thursday	**December**	**3**	**Regular School Day: Students and Staff in Session**
Friday	**December**	**4**	**Regular School Day: Students and Staff in Session**
Saturday	**December**	**5**	**Weekend**
Sunday	**December**	**6**	**Weekend**
Monday	**December**	**7**	**Regular School Day: Students and Staff in Session**
Tuesday	**December**	**8**	**Regular School Day: Students and Staff in Session**
Wednesday	**December**	**9**	**Regular School Day: Students and Staff in Session**
Thursday	**December**	**10**	**Regular School Day: Students and Staff in Session**
Friday	**December**	**11**	**Regular School Day: Students and Staff in Session**
Saturday	**December**	**12**	**Weekend**
Sunday	**December**	**13**	**Weekend**

Monday	**December**	**14**	**Regular School Day: Students and Staff in Session**
Tuesday	**December**	**15**	**Regular School Day: Students and Staff in Session**
Wednesday	**December**	**16**	**Regular School Day: Students and Staff in Session**
Thursday	**December**	**17**	**Regular School Day: Students and Staff in Session**
Friday	**December**	**18**	**Regular School Day: Students and Staff in Session**
Saturday	**December**	**19**	**School Vacation: No Students or Staff: WINTER BREAK**
Sunday	**December**	**20**	**School Vacation: No Students or Staff: WINTER BREAK**
Monday	**December**	**21**	**School Vacation: No Students or Staff: WINTER BREAK**
Tuesday	**December**	**22**	**School Vacation: No Students or Staff: WINTER BREAK**
Wednesday	**December**	**23**	**School Vacation: No Students or Staff: WINTER BREAK**
Thursday	**December**	**24**	**School Vacation: No Students or Staff: WINTER BREAK**
Friday	**December**	**25**	**School Vacation: No Students or Staff: WINTER BREAK**
Saturday	**December**	**26**	**School Vacation: No Students or Staff: WINTER BREAK**
Sunday	**December**	**27**	**School Vacation: No Students or Staff: WINTER BREAK**
Monday	**December**	**28**	**School Vacation: No Students or Staff: WINTER BREAK**
Tuesday	**December**	**29**	**School Vacation: No Students or Staff: WINTER BREAK**
Wednesday	**December**	**30**	**School Vacation: No Students or Staff: WINTER BREAK**
Thursday	**December**	**31**	**School Vacation: No Students or Staff: WINTER BREAK**
Friday	**January**	**1**	**School Vacation: No Students or Staff: WINTER BREAK**
Saturday	**January**	**2**	**School Vacation: No Students or Staff: WINTER BREAK**
Sunday	**January**	**3**	**School Vacation: No Students or Staff: WINTER BREAK**
Monday	**January**	**4**	**Regular School Day: Students and Staff in Session**
Tuesday	**January**	**5**	**Regular School Day: Students and Staff in Session**
Wednesday	**January**	**6**	**Regular School Day: Students and Staff in Session**
Thursday	**January**	**7**	**Regular School Day: Students and Staff in Session**
Friday	**January**	**8**	**Regular School Day: Students and Staff in Session**
Saturday	**January**	**9**	**Weekend**
Sunday	**January**	**10**	**Weekend**
Monday	**January**	**11**	**Regular School Day: Students and Staff in Session**
Tuesday	**January**	**12**	**Regular School Day: Students and Staff in Session**
Wednesday	**January**	**13**	**Regular School Day: Students and Staff in Session**
Thursday	**January**	**14**	**Regular School Day: Students and Staff in Session**
Friday	**January**	**15**	**Regular School Day: Students and Staff in Session**
Saturday	**January**	**16**	**Weekend**
Sunday	**January**	**17**	**Weekend**

Monday	**January**	**18**	**Federal Holiday: School Closed, No Students or Staff MLK DAY**
Tuesday	**January**	**19**	**Staff Training**
Wednesday	**January**	**20**	**Regular School Day: Students and Staff in Session**
Thursday	**January**	**21**	**Regular School Day: Students and Staff in Session**
Friday	**January**	**22**	**Regular School Day: Students and Staff in Session**
Saturday	**January**	**23**	**Weekend**
Sunday	**January**	**24**	**Weekend**
Monday	**January**	**25**	**Regular School Day: Students and Staff in Session**
Tuesday	**January**	**26**	**Regular School Day: Students and Staff in Session**
Wednesday	**January**	**27**	**Regular School Day: Students and Staff in Session**
Thursday	**January**	**28**	**Regular School Day: Students and Staff in Session**
Friday	**January**	**29**	**Regular School Day: Students and Staff in Session**
Saturday	**January**	**30**	**Weekend**
Sunday	**January**	**31**	**Weekend**
Monday	**February**	**1**	**Regular School Day: Students and Staff in Session**
Tuesday	**February**	**2**	**Regular School Day: Students and Staff in Session**
Wednesday	**February**	**3**	**Regular School Day: Students and Staff in Session**
Thursday	**February**	**4**	**Regular School Day: Students and Staff in Session**
Friday	**February**	**5**	**Regular School Day: Students and Staff in Session**
Saturday	**February**	**6**	**Weekend**
Sunday	**February**	**7**	**Weekend**
Monday	**February**	**8**	**Regular School Day: Students and Staff in Session**
Tuesday	**February**	**9**	**Regular School Day: Students and Staff in Session**
Wednesday	**February**	**10**	**Regular School Day: Students and Staff in Session**
Thursday	**February**	**11**	**Regular School Day: Students and Staff in Session**
Friday	**February**	**12**	**Regular School Day: Students and Staff in Session**
Saturday	**February**	**13**	**School Vacation: No Students or Staff MIDWINTER RECESS**
Sunday	**February**	**14**	**School Vacation: No Students or Staff MIDWINTER RECESS**
Monday	**February**	**15**	**School Vacation: No Students or Staff MIDWINTER RECESS**
Tuesday	**February**	**16**	**School Vacation: No Students or Staff MIDWINTER RECESS**
Wednesday	**February**	**17**	**School Vacation: No Students or Staff MIDWINTER RECESS**

Thursday	**February**	**18**	**School Vacation: No Students or Staff MIDWINTER RECESS**
Friday	**February**	**19**	**School Vacation: No Students or Staff MIDWINTER RECESS**
Saturday	**February**	**20**	**School Vacation: No Students or Staff MIDWINTER RECESS**
Sunday	**February**	**21**	**School Vacation: No Students or Staff MIDWINTER RECESS**
Monday	**February**	**22**	**Regular School Day: Students and Staff in Session**
Tuesday	**February**	**23**	**Regular School Day: Students and Staff in Session**
Wednesday	**February**	**24**	**Regular School Day: Students and Staff in Session**
Thursday	**February**	**25**	**Regular School Day: Students and Staff in Session**
Friday	**February**	**26**	**Regular School Day: Students and Staff in Session**
Saturday	**February**	**27**	**Weekend**
Sunday	**February**	**28**	**Weekend**
Monday	**March**	**1**	**Regular School Day: Students and Staff in Session**
Tuesday	**March**	**2**	**Regular School Day: Students and Staff in Session**
Wednesday	**March**	**3**	**Regular School Day: Students and Staff in Session**
Thursday	**March**	**4**	**Regular School Day: Students and Staff in Session**
Friday	**March**	**5**	**Regular School Day: Students and Staff in Session**
Saturday	**March**	**6**	**Weekend**
Sunday	**March**	**7**	**Weekend**
Monday	**March**	**8**	**Regular School Day: Students and Staff in Session**
Tuesday	**March**	**9**	**Regular School Day: Students and Staff in Session**
Wednesday	**March**	**10**	**Regular School Day: Students and Staff in Session**
Thursday	**March**	**11**	**Regular School Day: Students and Staff in Session**
Friday	**March**	**12**	**Regular School Day: Students and Staff in Session**
Saturday	**March**	**13**	**Weekend**
Sunday	**March**	**14**	**Weekend**
Monday	**March**	**15**	**Regular School Day: Students and Staff in Session**
Tuesday	**March**	**16**	**Regular School Day: Students and Staff in Session**
Wednesday	**March**	**17**	**Regular School Day: Students and Staff in Session**
Thursday	**March**	**18**	**Regular School Day: Students and Staff in Session**
Friday	**March**	**19**	**Regular School Day: Students and Staff in Session**
Saturday	**March**	**20**	**Weekend**
Sunday	**March**	**21**	**Weekend**

Monday	**March**	**22**	**Regular School Day: Students and Staff in Session**
Tuesday	**March**	**23**	**Regular School Day: Students and Staff in Session**
Wednesday	**March**	**24**	**Regular School Day: Students and Staff in Session**
Thursday	**March**	**25**	**Regular School Day: Students and Staff in Session**
Friday	**March**	**26**	**Remote Instruction Day: Students and Staff in Session**
Saturday	**March**	**27**	**Weekend**
Sunday	**March**	**28**	**Weekend**
Monday	**March**	**29**	**Regular School Day: Students and Staff in Session**
Tuesday	**March**	**30**	**Regular School Day: Students and Staff in Session**
Wednesday	**March**	**31**	**Regular School Day: Students and Staff in Session**
Thursday	**April**	**1**	**Regular School Day: Students and Staff in Session**
Friday	**April**	**2**	**Regular School Day: Students and Staff in Session**
Saturday	**April**	**3**	**Weekend**
Sunday	**April**	**4**	**Weekend**
Monday	**April**	**5**	**Regular School Day: Students and Staff in Session**
Tuesday	**April**	**6**	**Regular School Day: Students and Staff in Session**
Wednesday	**April**	**7**	**Regular School Day: Students and Staff in Session**
Thursday	**April**	**8**	**Regular School Day: Students and Staff in Session**
Friday	**April**	**9**	**Regular School Day: Students and Staff in Session**
Saturday	**April**	**10**	**Weekend**
Sunday	**April**	**11**	**Weekend**
Monday	**April**	**12**	**Regular School Day: Students and Staff in Session**
Tuesday	**April**	**13**	**Regular School Day: Students and Staff in Session**
Wednesday	**April**	**14**	**Regular School Day: Students and Staff in Session**
Thursday	**April**	**15**	**Regular School Day: Students and Staff in Session**
Friday	**April**	**16**	**Regular School Day: Students and Staff in Session**
Saturday	**April**	**17**	**Weekend**
Sunday	**April**	**18**	**Weekend**
Monday	**April**	**19**	**Regular School Day: Students and Staff in Session**
Tuesday	**April**	**20**	**Regular School Day: Students and Staff in Session**
Wednesday	**April**	**21**	**Regular School Day: Students and Staff in Session**
Thursday	**April**	**22**	**School Vacation: No Students or Staff: SPRING BREAK**
Friday	**April**	**23**	**School Vacation: No Students or Staff: SPRING BREAK**
Saturday	**April**	**24**	**School Vacation: No Students or Staff: SPRING BREAK**
Sunday	**April**	**25**	**School Vacation: No Students or Staff: SPRING BREAK**

Monday	**April**	**26**	**School Vacation: No Students or Staff: SPRING BREAK**
Tuesday	**April**	**27**	**School Vacation: No Students or Staff: SPRING BREAK**
Wednesday	**April**	**28**	**School Vacation: No Students or Staff: SPRING BREAK**
Thursday	**April**	**29**	**School Vacation: No Students or Staff: SPRING BREAK**
Friday	**April**	**30**	**School Vacation: No Students or Staff: SPRING BREAK**
Saturday	**April**	**1**	**School Vacation: No Students or Staff: SPRING BREAK**
Sunday	**May**	**2**	**School Vacation: No Students or Staff: SPRING BREAK**
Monday	**May**	**3**	**Regular School Day: Students and Staff in Session**
Tuesday	**May**	**4**	**Regular School Day: Students and Staff in Session**
Wednesday	**May**	**5**	**Regular School Day: Students and Staff in Session**
Thursday	**May**	**6**	**Regular School Day: Students and Staff in Session**
Friday	**May**	**7**	**Regular School Day: Students and Staff in Session**
Saturday	**May**	**8**	**Weekend**
Sunday	**May**	**9**	**Weekend**
Monday	**May**	**10**	**Regular School Day: Students and Staff in Session**
Tuesday	**May**	**11**	**Regular School Day: Students and Staff in Session**
Wednesday	**May**	**12**	**Regular School Day: Students and Staff in Session**
Thursday	**May**	**13**	**Regular School Day: Students and Staff in Session**
Friday	**May**	**14**	**Regular School Day: Students and Staff in Session**
Saturday	**May**	**15**	**Weekend**
Sunday	**May**	**16**	**Weekend**
Monday	**May**	**17**	**Regular School Day: Students and Staff in Session**
Tuesday	**May**	**18**	**Regular School Day: Students and Staff in Session**
Wednesday	**May**	**19**	**Regular School Day: Students and Staff in Session**
Thursday	**May**	**20**	**Regular School Day: Students and Staff in Session**
Friday	**May**	**21**	**Regular School Day: Students and Staff in Session**
Saturday	**May**	**22**	**Weekend**
Sunday	**May**	**23**	**Weekend**
Monday	**May**	**24**	**Regular School Day: Students and Staff in Session**
Tuesday	**May**	**25**	**Regular School Day: Students and Staff in Session**
Wednesday	**May**	**26**	**Regular School Day: Students and Staff in Session**
Thursday	**May**	**27**	**Regular School Day: Students and Staff in Session**
Friday	**May**	**28**	**Regular School Day: Students and Staff in Session**
Saturday	**May**	**29**	**Weekend**
Sunday	**May**	**30**	**Weekend**

Monday	**May**	**31**	**Federal Holiday: School Closed, No Students or Staff: MEMORIAL DAY**
Tuesday	**June**	**1**	**Regular School Day: Students and Staff in Session**
Wednesday	**June**	**2**	**Regular School Day: Students and Staff in Session**
Thursday	**June**	**3**	**Regular School Day: Students and Staff in Session**
Friday	**June**	**4**	**Regular School Day: Students and Staff in Session**
Saturday	**June**	**5**	**Weekend**
Sunday	**June**	**6**	**Weekend**
Monday	**June**	**7**	**Regular School Day: Students and Staff in Session**
Tuesday	**June**	**8**	**Regular School Day: Students and Staff in Session**
Wednesday	**June**	**9**	**Regular School Day: Students and Staff in Session**
Thursday	**June**	**10**	**Regular School Day: Students and Staff in Session**
Friday	**June**	**11**	**Remote Instruction Day: Students and Staff in Session**
Saturday	**June**	**12**	**Weekend**
Sunday	**June**	**13**	**Weekend**
Monday	**June**	**14**	**Regular School Day: Students and Staff in Session**
Tuesday	**June**	**15**	**Regular School Day: Students and Staff in Session**
Wednesday	**June**	**16**	**Regular School Day: Students and Staff in Session**
Thursday	**June**	**17**	**Regular School Day: Students and Staff in Session**
Friday	**June**	**18**	**Regular School Day: Students and Staff in Session**
Saturday	**June**	**19**	**Weekend - Juneteenth**
Sunday	**June**	**20**	**Weekend**
Monday	**June**	**21**	**Summer Break Begins (With exception of teachers of students taking Regents Exams grades 8 through 11)**
Tuesday	**June**	**22**	**Summer Break Begins (With exception of teachers of students taking Regents Exams grades 8 through 11)**
Wednesday	**June**	**23**	**Summer Break Begins (With exception of teachers of students taking Regents Exams grades 8 through 11)**
Thursday	**June**	**24**	**Summer Break Begins (With exception of teachers of students taking Regents Exams grades 8 through 11)**
Friday	**June**	**25**	**Summer Break Begins (With exception of teachers of students taking Regents Exams grades 8 through 11)**
Saturday	**June**	**26**	**Weekend**
Sunday	**June**	**27**	**Weekend**
Monday	**June**	**28**	**Summer Break K-11**
Tuesday	**June**	**29**	**Summer Break K-11**
Wednesday	**June**	**30**	**Summer Break K-11**

Annex B: Emergency Remote Instruction Plan and COVID-19 Pandemic Safety Details

BSNBCS's reopening plan includes many important safety details for the 2026-27 school year. Full details can be found at: http://bsnbcs.org/covid-19-resources/

The following plan will be implemented in the instance when the COVID pandemic (or another rationale) requires the school to provide instruction remotely.

Emergency Remote Instruction Plan:

1. The school has a policy to ensure students have access to computing devices and the internet in the instance of the necessity of moving the school to a remote instruction model, via chrome books or another computing device.
2. Via the duration of the emergency, school staff members are expected to provide synchronous remote instruction or guided individual practice with support, consistent with the school's in-person instructional model. In the instance when students have instructional periods where they are working independently with support from a teacher during a regular school day in-person, such practices should be replicated remotely.
3. Students with disabilities will review their special education services and related services consistent with their IEPs or 504 plans.
4. The estimated number of instructional hours that BSNBCS intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions shall be pursuant to section 175.5 of the law §3604. Typically, for a full day, this is 5 hours of instruction for grades K-6 and 5.5 hours of instruction from grades 7-12.

BSNBCS will comply with all CDC, Federal, state and NYC regulations and mandates regarding COVID-19 safety measures. When applicable and deemed necessary by New York State or NYC mandates, the following COVID-19 safety precautions will resume:

Screening

When the Federal CDC, New York State or New York City health authorities declare a heightened outbreak of COVID-19 and advise on additional health screenings, BSNBCS will implement mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors, including staff members will complete a digital survey prior to entering the building daily. When no such guidance exists, communities members may opt-into mask wearing, temperature screening and rapid testing, with materials and equipment provided by the school

Parents will be encouraged to monitor their children for fever, cough, and shortness of breath prior to leaving home for school. Staff will be encouraged to call-in sick if they have fever, cough or shortness of breath and will be provided staff Paid Time Off (PTO) to receive a health screening from their physician should they have symptoms of COVID-19.

As a part of the BSNBCS daily screening process, parents are required to do an observation each day/morning to observe signs of illness in their child, prior to sending them to school.

According to the Center for Disease Control, COVID-19 symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Parents whose child displays any of the symptoms above must adhere to the following protocol:

1) Students with COVID-19 symptoms should stay home from school.
2) Parents should call BSNBCS main office or email covid-info@bsnbcs.org describing their symptoms.
3) The school will provide information regarding access to testing for the student and the provision of remote instruction and resources for the child while they are sick and being monitored. Rapid tests will be provided upon request to these families, supplies permitting.

4) Parents should see page 34 of this document for details relating to the return protocol, including following isolation protocols as recommended by local health agencies and/or the Center for Disease Control, and/or provide a letter from a physician stating that they can return to school.

BSNBCS will ensure that personnel performing in-person screening activities are appropriately protected from exposure. All personnel who are doing temperature checks will be provided with a face covering, face shield and gloves.

BSNBCS will implement protocols for caring for a student, faculty, staff member or guest who develops COVID-19 symptoms during the school day, including:

- Referral to the on-site Department of Health nurse;
- Creating a dedicated Isolation Room (IR) to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness;
- Plans to ensure that symptomatic students waiting to be picked up remain under the visual supervision of a staff member who is physically distanced;
- PPE requirements for school health office staff caring for sick individuals, which must include both standard and transmission-based precautions; and
- Required cleaning and disinfection of spaces visited by the sick individual.

When the Federal CDC, New York State or New York City health authorities declare a heightened outbreak of COVID-19 and advise on additional health protocols, BSNBCS will use a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer. The questionnaire will determine whether the individual has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive through a diagnostic test for COVID-19 in the past 14 days;
- Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Under these circumstances advised by Federal, State or local authorities, visitors to BSNBCS will be asked to complete a brief questionnaire similar to that developed by the NYC Health Department for the screening of employees. As a part of the questionnaire, visitors will be asked to check in and provide information necessary for contact tracing, in case they or another individual in the building later tests positive for COVID-19. Once this has been completed by the visitor, they may be cleared to enter and conduct their business within the building

When made aware of travel to jurisdictions with high COVID-19 transmission rate, BSNBCS will reinforce with students, staff or visitors, that a quarantine may be required after international

travel or travel within certain states with widespread community transmission of COVID-19, per applicable New York State Travel Advisories.

BSNBCS will ensure that any adult or supervised child who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.0°F, will not be allowed to enter the school if screened outside, and will be immediately sent home with instructions to contact their healthcare provider for assessment and testing.

- BSNBCS will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19, via phone and/or electronic correspondence.
- Students sent home because of a positive screen will be immediately separated from other students and supervised in the Isolation Room until picked up.

Should students require asthma-related acute respiratory treatment care, our Department of Health nurse will be provided masks, gloves, and tyvek suits, as needed, using up to date standard of care.

In case of a staff or student positive test, BSNBCS will develop plans with local health departments to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal/state law/regulations.

BSNBCS will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19. BSNBCS will implement the process if/when COVID-19 cases are discovered, including closing areas/classes where individuals were infected, or the entire school in consultation with the local health department. BSNBCS will close down a cohort, class, floor or the entire building, consistent with the recommendation of the Test and Trace Corps.

BSNBCS will implement requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning protocol will require documentation from a healthcare provider evaluation, a negative COVID-19 test and symptom resolution, or if COVID-19 positive, release from isolation. Should additional requirements be made by the NYC Department of Health or New York State Department of Health, BSNBCS will implement plans accordingly.

CDC has updated their guidance regarding symptom resolution to state: “Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation after five days past their first symptoms, or the latest guidance provided by CDC should this guidance be superseded.

In order to identify individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus, contractors, vendors, and visitors will be required to follow the procedures above for temperature screenings, PPE and health checks.

Testing protocols

BSNBCS does not provide regular daily testing for asymptomatic individuals. For individuals with COVID-19 symptoms, BSNBCS will provide a referral for diagnostic testing for students, faculty, and staff, in consultation with local health department officials, including its assigned NYCDOH School Nurse, to a local agency, or health providers. BSNBCS will provide a list of local testing sites to any individual with symptoms, to facilitate their swift testing and diagnosis.

As needed, BSNBCS will refer individuals to the appropriate healthcare provider or city agency to support prompt testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school. As needed, BSNBCS may contract with a diagnostic testing organization should data or circumstances support such a decision.

Testing Responsibility

BSNBCS will consult with its assigned NYCDOH nurse to determine which staff and students should be referred for COVID-19 tests. COVID-19 testing is available across New York City and unless determined otherwise by NYCDOH, students and staff will continue to use their own doctors or clinics/hospitals of their choice.

In the event that large-scale testing at the school is needed, the Executive Director, or designee, is responsible for referring and sourcing such tests for members of the school community in partnership with local authorities via local health department testing sites, physician offices, or hospital systems. The school will follow directions from NYCDOH regarding where testing should happen and communication to the school community.

Pending available test kits provided by New York City, BSNCBS will make COVID-19 rapid tests available upon request.

Early Warning Signs

BSNBCS will monitor news reports, electronic communications and guidance from City and State officials regarding defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. Such metrics include an increase in 7-day averages in positive tests

BSNBCS will identify clearly defined measures that will serve as warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level, as defined by state and local health departments.

Containment

School Health Offices

BSNBCS maintains a school health office staffed by a NYC Department of Health nurse.

DOH will provide all the PPE and supplies necessary for outfitting the school health office, including but not limited to eye protection, gloves, gown, and masks. BSNBCS will also make available masks, gloves, face shields and tyvek suits to support school health office staff in caring for sick individuals, including both standard and transmission-based precautions.

BSNBCS will support the implementation, by the School Nurse, of DOH guidance for the care of a student or staff member who develops symptoms of COVID-19 during the school day.

During pre-service training, BSNBCS staff members will be instructed to identify symptoms of COVID-19 for themselves and others, and will receive specific protocols regarding next steps to take if they suspect symptoms in themselves, a member of their household, a student, or a colleague.

Any person who develops symptoms of COVID-19 while on school premises will be taken to the School Nurse for additional screening. The School Nurse will then determine whether the individual must be sent home and/or be isolated in the Isolation Room.

Isolation

BSNBCS will ensure that students sent home because of a positive screen will be immediately separated from other students and supervised until picked up. Students will be placed in the designated Isolation Room (IR) until picked up by their parent/guardian.

The IR will be utilized to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a healthcare facility, depending on severity of illness;

A physically distanced staff member stationed in the first floor hallway immediately adjacent the Isolation Room will ensure visual supervision of a symptomatic student waiting to be picked up. After each use of the IR, the space will be immediately cleaned and disinfected by custodial staff.

Student Collection

If and when a student shows symptoms of COVID-19 prior to entering the building, while still accompanied by a guardian, the guardian will be asked to take the child back to their residence and the child will not be allowed on the school premises.

If and when a student shows symptoms of COVID-19 prior to entering the building, while not accompanied by a guardian, they will be immediately taken to the Isolation Room while their guardian is contacted.

If and when a student shows symptoms of COVID-19 after entering the building, they will be immediately isolated in the Isolation Room until a guardian or authorized caregiver is able to pick them up. As soon as a determination is made that the student shows symptoms of COVID-19, their guardians will be contacted: first by phone, then by text message and email. All adults listed on the student contact card will be contacted until someone is reached and confirms they are on their way to pick up the child.

If and when a student shows acute symptoms of COVID-19 requiring immediate medical attention beyond the capacity of the School Nurse, guardians will be notified and 911 will be called to take the student to an appropriate healthcare provider.

Infected individuals

If and when COVID-19 cases are discovered, BSNBCS will implement its hygiene, cleaning and disinfection plan, including closing areas/classes where individuals were infected. In extreme cases or outbreaks, closure of the entire school will be considered in consultation with the local health department.

BSNBCS will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" to establish protocols for faculty and staff seeking to return to work or class after a suspected or confirmed case of COVID-19 or after they've had close/proximate contact with a person with COVID-19. BSNBCS will follow Requirements that persons who have tested positive complete isolation and have recovered, and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department and health care providers.

Students who have a confirmed case will be eligible to receive remote instruction for the duration of their time out of the school building to ensure their continued education. Students or visitors with confirmed cases should follow the guidance provided in the CDC's "Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings" located on the CDC website prior to being cleared to return to the school building, described below.

For persons with COVID 19 under isolation:

The decision to discontinue home isolation for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances. Options include a symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy) or a test-based strategy. Of note, there have been reports of prolonged detection of RNA without direct correlation to viral culture.

According to guidance from the CDC: Accumulating evidence supports ending isolation and precautions for persons with COVID-19 using a symptom-based strategy. Specifically, researchers have reported that people with mild to moderate COVID-19 remain infectious no longer than 10 days after their symptoms began, and those with more severe illness or those who are severely immunocompromised remain infectious no longer than 20 days after their symptoms began. Therefore, CDC has updated the recommendations for discontinuing home isolation as follows:

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

Exposed Individuals

When COVID-19 cases are discovered at school, BSNBCS will restrict social contact and mobility within school facilities/grounds, particularly in affected areas to avoid full school closures.

BSNBCS will follow requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.

Hygiene, Cleaning and Disinfection

BSNBCS will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces, utilizing CDC guidelines. If the user of a specific space/classroom becomes sick with COVID19 or demonstrates symptoms, the space they became sick in or utilized will be disinfected per CDC protocols.

Per CDC Guidelines, BSNBCS will adhere to the following protocols when Cleaning and Disinfecting after persons suspected or confirmed to have COVID-19 have been in the facility. BSNBCS will:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g.: tablets, touch screens, keyboards, remote controls) used by the ill persons, focusing especially on frequently touched surfaces.

https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Contact Tracing

At all times, the school will cooperate with the NYC's Test and Trace Corp. program and/or any other mandates required by the NYCDOH. In case of a positive test, BSNBCS will support local NYC contract tracing efforts to provide all contacts of the individual, in accordance with the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal/state law/regulations. BSNBCS will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19.

In order to facilitate contact tracing, entry and exit logs will be maintained for all building users, and student cohorts will be maintained to the greatest extent possible.

Communication

The position of 'safety coordinator' will be held by BSNBCS's Executive Director, or designee, and they will be the main contact upon the identification of positive cases; the coordinator is responsible for subsequent communication with the school community. Students, faculty, staff, and parents/legal guardians can write to covid-info@bsnbcs.org to receive additional information or answers to their questions regarding school policies related to COVID-19. The safety coordinator is responsible for the continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels.

Postings and information will be made available periodically through backpacked letters, electronic correspondence, text messages, calls, the school's website and the school's online parent portal.

Individuals without access to email can speak to Main Office staff (preferably by calling 718-453-1001) to get questions answered that are available through existing guidance, or request that their message/question be sent to the covid-info@bsnbcs.org email. Questions and guidance can be made/received in either English or Spanish. The safety coordinator should be responsible for answering questions from students, faculty, staff, and parents/legal guardians regarding the COVID-19 public health emergency and plans implemented by the school.

Whenever possible, the safety coordinator will work closely with the NYC Health Department and other schools to monitor public health conditions and jointly develop monitoring strategies.

Closure

Closure Triggers

BSNBCS will work with the NYCDOH to determine what conditions (i.e. number of positive COVID-19 cases in the building) would trigger a pod, section, or full school closure and the amount of time of the closure.

Closure of physical operations at our facility will be considered if the health and safety of students, staff or visitors is in jeopardy due to COVID-19 spread in New York City or the school community itself. BSNBCS will make these determinations in concert with the NYC Department of Health, applicable guidance from the CDC and/or other experts in infectious disease.

If COVID-19 cases develop amongst staff, students or visitors to the building, BSNBCS will consider restricting access within School facilities and across school grounds, particularly in affected areas to avoid full school closures. For example, if there is confirmed COVID-19 spread in one cohort, located in one classroom, BSNBCS will consider closure of that specific classroom for cleaning, contact tracing and testing, rather than a full closure of the building. Partial closures of floors, grade levels or other sections of the school will be reviewed with the specific incident and data in mind. BSNBCS will follow an evidence based, scientific approach to partial or full school closures and BSNBCS will close down a cohort, class, floor or the entire building, consistent with the recommendation of Test and Trace Corps.

In such instances where partial closures are needed, BSNBCS may choose to temporarily move classes where an individual has tested positive for COVID-19 to remote/virtual format until all contacts can be identified, notified, tested, and cleared. These contacts may also require virtual learning, based on the data and specific circumstances.

Operational Activity

BSNBCS will modify operations prior to instituting school-wide closures to help mitigate a rise in cases. Specifically, if exposure is limited to specific spaces, classes or floors, BSNBCS will seek to modify instruction as feasible, including remote instruction, to help mitigate the rise of cases.

If a classroom or program must be closed as a result of decreased operational activities related to COVID-19, those classes or programs will be delivered through remote instruction.

If a staff member must be isolated, without symptoms, arrangements will be made to allow for telework, as appropriate.

BSNBCS will follow a process if and when COVID-19 cases are discovered at school including:

1) Identification of individuals who have tested positive of COVID-19.
2) Identification of school community members, including students and staff, who have had close, proximate contact with said individual (i.e., contact tracing).
3) When such an individual is a member of a school cohort (group of students or staff), individuals in the cohort shall be notified of their potential exposure.
4) When exposure is limited, or predominantly occurred within a cohort(s), BSNBCS may close areas or classes where individuals were infected or more broadly the entire school in consultation with the local health department.
5) Partial closures will necessitate cleaning of all spaces and referral to testing for potentially exposed individuals.
6) BSNBCS may choose to modify operations prior to instituting school-wide closures to help mitigate a rise in cases.
7) In the case of a full building closure, BSNBCS will implement an orderly closure by notifying all parents of the date closure, steps made to reduce risk for students and staff, and the date on which remote instruction will begin.

Phasing and Milestones: In the scenario where the regional infection rate is rising, using a 7-day rolling average, after August 1, 2023, BSNBCS will implement phasing and milestones to determine the possibility of future closure decisions; based on the guidance of City or State Health authorizers.

Involvement of Key Personnel and Operational Activity: The Executive Director, or his designee, is responsible for ensuring the school's closure protocols are implemented and followed. This includes phasing, milestones and communications. The Executive Director will be required to make the determination of which operations will be decreased, or ceased and which

operations will be conducted remotely. The Executive Director will implement the process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel.

Annex C: *Extreme heat conditions*:

BSNBCS facilities team members will monitor temperature on during anticipated hot days and make appropriate shifts to the HVAC systems in advance to ensure that indoor temperatures remain at a comfortable temperature

According to Education Law § 409-n, BSNBCS schools are required to evacuate students and staff members if indoor temperatures reach 88°F, except in kitchens used for food preparation. The temperature must be measured at a shaded location, three feet above the floor, and near the center of the room.

Additionally, if temperatures reach 82°F, BSNBCS will take action to relieve heat-related discomfort. These actions may include, but are not limited to, turning off overhead lights, lowering shades or blinds, using fans, opening classroom doors and windows to increase circulation, turning off unused heat-producing electronics, and providing water breaks.

Annex D: *Cardiac emergency response plan*.

Per State regulations, BSNBCS schools are including this Cardiac Emergency Response plan as a part of the district-wide SAVE plan and their building-level SAVE plan a cardiac emergency response plan:

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or “passes out”
- Not responsive
- Abnormal breathing
- No pulse

Steps to take in school building, on school grounds, or at athletic events

1. **Ensure scene safety**
    - Survey the area to protect victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)
2. **Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)**
    - Follow 911 emergency dispatcher’s instructions.
    - Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) school personnel and notify administration or designee*.
3. **CPR by CPR/AED certified school personnel**
    - Check for breathing- if none or person gasping begin CPR immediately.
4. **Defibrillation by CPR/AED certified school personnel**
    - Use an AED to restore the heart to its normal rhythm.
5. **EMS assumes lead upon arrival.**

- If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.
- Be prepared to download the school's AED data onto flash drive to provide to EMS to give to the emergency department's physician.

6. **School administration or designee notifies**
   - parent/guardian or staff member's emergency contact in accordance with district policy.
7. **Document**
   - In accordance with district policy, document event including observations, all steps taken and by whom, who was notified, and information reported to EMS.
8. **Hold a post event debriefing**

***Emergency contact numbers for obtaining help:**

Number to call for help in school building: Dial O on any school phone or 718-453-1001
Number to call for help on school grounds: Call 718-453-1001
Number to call to notify if SCA occurs at offsite location: Call 718-453-1001
Secondary contact number if primary not available: Call 347-943-5940

CPR/AED Certified School Personnel

Staff Name	Title	Telephone Number	Location	Availability
Leron Barrino	Culture Manager	347-943-5940	217 North 10th Street	X Before School X After School X School Day X Athletic Events X School Events X Other
Cindy Delmas	College Counselor	347-943-5940	217 North 10th Street	☐Before School ☐After School ☐School Day ☐Athletic Events ☐School Events ☐Other
Shante Brickhouse	Community Engagement Manager	718-453-1001	82 Lewis Avenue	☐Before School ☐After School ☐School Day

Staff Name	Title	Telephone Number	Location	Availability
				☐Athletic Events ☐School Events ☐Other
Kharema Williams	Director of Culture	718-453-1001	82 Lewis Avenue	☐Before School ☐After School ☐School Day ☐Athletic Events ☐School Events ☐Other

Automated External Defibrillator (AED) Locations

Note: All AEDs should be clearly labeled and stored in appropriate storage containers, cabinets, or go bags/cases.

Number of AEDs needed inside the building and at each athletic practice and event:

AED Locations: 82 Lewis Avenue, Floors 1, 3 and 5.

217 North 10th Street: Floors 1 and 2