



CHARTER SCHOOL

Early Childhood Program
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Telephone 212 328 1775
Facsimile 212 202 3584

Elementary
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New York, New York, 10040
Telephone 646 254 6451
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Middle School
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Telephone 347 778 0601
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EMERGENCY PROCEDURES MANUAL & DISTRICT-WIDE SAFETY PLAN School Year 2023-24

The Equity Project Charter School

This plan covers TEP's three campuses located at 549 Audubon Avenue, New York, NY 10040, 4280 Broadway, New York, NY 10033, and 153 Sherman Avenue, New York, NY 10034.



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2023-24 Emergency Procedures Manual & District-Wide Safety Plan
Project SAVE (Safe Schools Against Violence in Education)
The Equity Project Charter School (84M430)

Introduction

This Project SAVE plan is a District-wide School Safety Plan, developed by The Equity Project Charter School (TEP) pursuant to Commissioner's Regulation 155.17 by the District-wide School Safety Team that was appointed by the Board of Education. This district level plan covers TEP's three campuses located at 549 Audubon Avenue, New York, NY 10040, 4280 Broadway, New York, NY 10033, and 153 Sherman Avenue, New York, NY 10034. Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan was made available for public comment at least thirty days prior to its adoption by the Board Members. The District-wide and building-level plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.

While linked to the District-Wide School Safety Plan, Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Building-Level Emergency Response Plans will be supplied to both local and state police upon request.

Our goals in creating and implementing our School SAVE Safety Plan (Safety Plan) are:

- To create an atmosphere and set of practices that prevents violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

The major topics covered in the manual are listed below:



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- Risk Reduction/Prevention Strategies
- Trainings, Drills, and Exercises
- Reporting emergencies
- Emergency Evacuations (including drills)
- Intruder/Hostage/Threat of Violence Alert
- Code Blue (medical emergency)
- Holding and dispensing students during emergencies

This manual will be revised as needed with input from selected staff, constituents, and appropriate organizations.

The Safety Team consists of the following school personnel:

Casey Ash, Head of School
Aaron Villela, Chief Executive Officer
Uriel Reynoso, Director of Facilities and School Safety
Stella Ma, EC Assistant Director
Xzavier Jackson, EC Assistant Director
Stelci Rosario, EC Director of Operations
Anatea Carpenter, MS Director
Andres Esguerra, MS Assistant Director
Belitza Rodriguez, MS Director of Operations
Joelle Fenton, ELEM Director
Aisatou Toure, ELEM Assistant Director
Karthi Veeramani, ELEM Director of Operations

RISK REDUCTION/PREVENTION STRATEGIES

TEP believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Program Initiatives organized by TEP’s Licensed Clinical Social Workers, Training/Drills/Exercises, and School Security Policies and Procedures.

1. Prevention/Intervention Program Initiatives
 - a. Student Counseling & Peer Mediation: TEP’s Social Workers serve as the primary coordinators of mental health services for TEP students and families, design and implement programs that promote social and emotional health, and respond to day-day student issues and unanticipated crises. Each Social Worker at TEP focuses his/her efforts on the students and families in one specific cohort; the Social Worker moves up



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with that cohort as the students move up from grade to grade.

- b. **Suicide Prevention:** TEP offers a series of lessons covering the topics of suicide/self-injury awareness and prevention on an age appropriate basis and to families. These lessons will provide information on where to find suicide prevention resources in the school and community. Students will learn emotional coping skills and what to do when faced with challenges such as a suicidal peer.
 - c. **The Jewish Board of Family & Children's Services (JBFCs):** JBFCs has provided psychiatric evaluations and outpatient mental health services to many of TEP's families and students for several years. In 2014, JBFCs opened an on-site clinic located at TEP Middle School as a means of facilitating mental health access for traditionally harder to engage families. On-site clinic services will continue to operate at all three of our campuses. Access to the JBFCs's on-site clinic has led to more TEP families being referred and following through with mental health services especially when students are presenting with high risk internalizing and/or externalizing behaviors. The on-site clinics benefit the families and students directly along with impacting the ability of those students to be more successful in their classrooms.
2. **Early Detection of Violence Prevention Programs**
- a. **TEP's Social Workers** are first responders for any concerns regarding early detection of violence in and out of school. Social workers maintain relationships with local agencies and report potential issues as and when required. Social workers distribute informative materials regarding the early detection of potentially violent behaviors, including, but not limited to the identification of family, community and environmental factors to teachers, administrators, parents/guardians, students and other persons as and when appropriate.
 - b. **Anti-Bullying Month:** Students are given tools to avoid bullying or being bullied, and students' skill development is observed in how some students handle conflict. The month culminates in an assembly with readings, an art exhibition, and a pledge.
 - c. **Bus Safety Program:** The Bus Safety Program evolved out of the anti-bullying program



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survey that showed that there was a lot of bullying and generally negative behavior on the bus. Students are assigned to model and monitor behavior on the bus, and potentially expand the safety aspect into other similar arenas such as a buddy system or hall monitors program. Our Bus Monitors take the lead in implementing TEPs “No Bully Zone”, supporting via active programming and modeling of expectations.

- d. Socio-Emotional Learning Curriculum: Students explore self-regulation, and build strong problem-solving skills to cope with everyday challenges. TEP teachers lead classroom activities and discussions related to effective emotional development.

3. Arts & Athletics and Clubs

- a. **Arts & Athletics Groups** include competitive sports teams, musical ensembles, arts groups, and debate team. Students try out or audition to participate in an Arts & Athletics group.
- b. **Clubs** are extra-curricular activities designed to be fun and develop a sense of community. Clubs are open to all students who are not in an Arts & Athletics group. At the beginning of each trimester, each student ranks his or her preferences from a list of the various clubs being offered; each student is then assigned to one of his or her top choices. Examples of clubs include sports, art, chess, film, social service, and photography.

4. Hazard Identification

- a. Through a Walk Through and in consultation with local police and School Security staff, as part of developing the School Safety Plan, the School Safety Team identified the following potential emergency sites and situations:

Elementary School:

Potential Emergency Site	Related Potential Emergency Situation
TEP School Campus	<ul style="list-style-type: none">➤ Student confrontation➤ Unauthorized visitor/intruder on campus



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Buses	➤ Student confrontation, bullying
Entrance to TEP campus	➤ Crossing congested streets ➤ Physical altercation
Off-site Field Trips	➤ Student confrontation, kidnapping

TRAININGS, DRILLS, & EXERCISES

The Safety Team will review emergency response plans with our security leads and ambassadors to ensure their feasibility and thoroughness.

1. The Safety Team will conduct ‘table top’ exercises – simulating the execution of each of our multi-hazard plans using an actual layout diagram of the school and neighborhood.
2. The School will review the detail of its Safety Plans with all staff prior to school opening, ensuring all are clear on all roles, responsibilities, and logistics.
3. At least 6-8 school staff at each campus are trained in CPR/ADF (defibrillator).
4. When hiring school safety/security personnel, the school will ensure all personnel have the appropriate background (experience, certification, and training) to fulfill their role, including violence de-escalation training. All security leads and ambassadors will have endured complete background checks as well as thorough security training.
 - a. The Safety Team was also given the opportunity to “try out” several security guards through all day pre-hiring experiences to select personnel who are suitably fit for the position.
 - b. Security leads and ambassadors at our schools are posted at the front entrance of the campus, greeting students and parents and monitoring/announcing visitors, and supporting during arrival and dismissal procedures.
5. Drills conducted for the following multi-hazard situations will follow the same protocol as discussed below in “Emergency Evacuations:” Fire drill, rapid dismissal, bomb threat, hostage-taking, kidnapping.



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6. The School will conduct the mandated safety (fire and intruder alert) drills. These drills will be conducted in coordination with local emergency response and preparedness officials.
7. The School will review all emergency response plans with students to ensure all students understand expectations for their actions/behavior and that of the entire school community.
8. All school safety/security personnel will participate in the full school review of the School Safety Plan (including all plan logistics, roles and responsibilities, and back up plans)
9. School Safety Ambassadors, Office Staff, Director of Operations, and teachers will be provided with walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.
10. An updated School Staff contact list (with cell phone numbers) will be maintained by the respective campus Director of Operations and placed within the School Emergency/Safety Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, local officials), Emergency Contact Information for all school staff, a list of all current TEP students and contact information, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school).

REPORTING EMERGENCIES

Emergencies include, but are not limited to, the following:

- Fire
 - Presence of intruder
 - Medical emergency
 - Spread of Communicable Disease
 - Hazardous community events
 - Dangerous student fight
1. Emergencies are to be reported to the main office using the most rapid mode:
 - In the case of an emergency, the first responding staff member will notify the main office via the two-way radio (walkie-talkie).
 - If staff is not supervising students, they may come directly to main office in person to report the emergency.



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- If radio is not available staff may call the main office from their classroom phone or cell phone.
- 2. After determination by the Principal/Director/Assistant Director, a member of the Emergency Team will alert **TEP Security Post 1** (near entrance) via walkie-talkie or phone.
- 3. As determined by the Principal/Director/Assistant Director, a member of Emergency Team will concurrently notify the following:
 - a. Police – 911
 - b. Family/Guardians of Students, using our online communication system, which allows us to immediately disseminate messages to all Families by phone/text message
- 4. When appropriate, an announcement will be made to the entire school over the PA system.

EMERGENCY EVACUATIONS (INCLUDING DRILLS):

1. Activating the alarm system for fires or bomb threats
 - a. Any person should activate the nearest fire alarm pull station when discovering valid cause for a building evacuation.
 - b. Evacuation Wardens should proceed to their assigned posts and begin directing the evacuation.
2. Periodically, TEP will conduct Emergency Evacuation drills utilizing an announcement over the PA system or a simulated fire alarm. The announcement may or may not specify that the Evacuation is a drill.

As soon as the fire alarm sounds or an announcement is made, the following Emergency Evacuation procedures should be implemented:

1. Students should remain seated and wait for the teacher’s instructions. No student should act alone without instructions. (This could lead to panic and possible loss of life.)
2. Upon teacher’s instructions, the class should leave the room in single file lines and remain silent and proceed to the designated safe area outside the campus.
3. No student should retrieve belongings (from the current classroom or any other classroom) – all belongings should be left in the classroom.
4. Teachers will take the Emergency Folder, walkie and close the classroom door as they leave and turn off the lights; teacher should be the last person to exit the room. The Emergency Folder will contain the following:
 - a. A current whole school roster, by class
 - b. Emergency Procedure Manual
 - c. Emergency Cards (Green/Red/First Aid)



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5. The Security Team and Response Team will check that all rooms are empty by thoroughly inspecting each classroom, including the bathroom. After checking the room, he/she shall close the door of the room.
6. Once at the designated location, all students are to remain silent and in line, until the “ALL CLEAR” signal is given by the Principal/Assistant Directors.
Teachers –
 - i. Will display the green “OK” card if every student is accounted for.
 - ii. Will display the red card if a student is missing.
 - iii. Will display the card with a white cross if someone needs medical attention.
7. Upon dismissal by the Principal/Co-Assistant Directors, classes should return to the classrooms by walking silently and orderly with the teacher along the same route in which they came to the drill.

The following individuals shall serve as “evacuation wardens” to assist in the evacuation procedure:

- Directors/Assistant Directors (2)
- Director of Operations
- Main Office/Operations staff member
- Any campus OneTEP leader
- Security Ambassador

DESIGNATED SHELTERS:

In the event of an emergency where evacuation to a more remote location is required, staff will move students to the alternative safe location.

If required to evacuate and relocate, dismissal procedures will be conducted in a safe and organized fashion to account for all students who need to be reunited with their families. Three areas will be established to create an orderly reunification process:

1. Family area: waiting space for parents. Parents will check-in with a staff member, who will radio or send a runner to pick up the student.
2. Student area: waiting space for all students who are waiting to be reunited with their families.
3. Medical area: space where medical attention will be provided.

When potentially hazardous conditions exist in the vicinity of the school, considerations should be given to the best means of protecting students, including keeping them in school past the regular dismissal time. The Principal/Assistant Directors shall exercise control over the following procedures:



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REPORTING EMERGENCIES

1. Emergencies are to be reported to the main office using the most rapid mode (radio, in person, phone, etc.)
2. After determination by the Principal/Assistant Directors, a member of the Emergency Team will alert **TEP Security Guard 1** (near street entrance) to prepare for emergency.
3. As determined by the Principal/Co-Assistant Directors, another member of Emergency Team will notify Police or other emergency personnel by calling 911.
4. As determined by the Principal/Co-Assistant Directors, another member of Emergency Team will notify Family/Guardians of Students, using our online parent notification system, which allows us to immediately disseminate messages to all Families by phone/text message
5. When appropriate, an announcement will be made to the entire school over the PA system.

POLICE/MEDICAL EMERGENCIES – GENERAL:

1. In the event of an emergency, security will be notified by the Operations staff.
2. Remain calm and remember the following:
 - a. Make sure that all gates are open and access points are clear from obstruction.
 - b. Position yourself in front of the main gate to meet emergency responders and to escort them directly to the incident zone.
 - c. Record the time the emergency responders arrive.
 - d. Record the names of emergency responders and the ambulance/truck/car number.
 - e. If someone is sick or injured and the area they are located is safe- **do not move them**- wait for emergency responders and/or TEP staff.
 - f. If anyone (staff or student) is removed to a hospital, ask the ambulance staff which hospital they will take the individual to and notify TEP staff.

BOMB SCARE/SUSPICIOUS PACKAGE:

1. Confer with TEP administrative staff and determine if students and staff should be evacuated or moved to a different location on the property before police arrive.
2. Await arrival of the police and be guided by their directions and orders.
3. If a suspicious package/object is found or brought to the attention of security/TEP staff, move all students and staff away from object. Do not touch, inspect, or in any way disturb the item. Await arrival of the police.
4. **Do not transmit using portable radios or cell phones. Radio frequencies/cell phones may cause a bomb to detonate. Shut off all radios and cell phones. Communicate with students and staff verbally.**



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GUNS/WEAPONS:

1. In the event that a gun or weapon is found on property the security guard will remain where the item is located and safeguard it, keep all persons away from the area, notify TEP staff, who will contact the police.
2. The weapon should not be handled by **anyone**, except by the police. The police are trained on how to remove and, if necessary, disarm the firearm.

LOCKDOWN: INTRUDER/HOSTAGE/THREAT OF VIOLENCE ALERT:

The below plan is in keeping with TEP's Zero Tolerance Policy for School Violence. The purpose of this procedure is to serve as a prevention of assaults on students and staff members. In rare circumstances when a specific threat is assessed, and cannot be contained as assessed by Principal/Director/Assistant Director:

When an intruder is found on school premises, the following announcement will be made on the PA system and over the two-way radio: "There is an intruder in the building and we are in a lockdown." If there is a hostage, this will be made clear in the announcement. Local law enforcement will be notified by office staff.

- a. After the announcement, designated staff will look in the hallway to make sure no students are left outside a classroom.
- b. The teacher will then lock his/her classroom door
- c. Teachers will pull down the shades, turn off the lights, and move students away from doors and windows.
- d. When the situation is resolved and the emergency is determined to be over by the Principal/Co-Assistant Directors, the announcement "The intruder has left the building" will be made on the PA system.
2. In the event of violence from intruders or from students, TEP will follow the procedure below:
 - a. If the violent/hostile individual is able to be contained within a specific location, staff/students may be directed to evacuate the campus to a secure location or one of the designated shelters. These directions will be made over the PA system, two-way radio, or in person. Local law enforcement agencies will be notified by office personnel.
 - b. If an evacuation is not possible or deemed safe, lockdown procedures will be activated.
 - c. Code Blue (Medical Emergency) will be initiated, as appropriate.

SHELTER-IN:

In the event of a threat outside of the school, TEP will follow the procedure below:

1. An announcement will be made on the PA system and walkie "There is a threat outside of the school, we will shelter in, please continue business as usual"
2. Security or the administrative team will lock all entrances/exits.
3. During the Shelter-in no one will be permitted to enter or exit the campus.
4. During the Shelter-in no one will be permitted to walk around the campus.



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5. Once the threat is over, an announcement on the PA system and walkie will be made informing the staff.

CODE BLUE (MEDICAL EMERGENCY):

At least 6-8 TEP staff members per campus will be trained and certified in CPR/AED. This will also include members of the security team. In the event of a medical emergency:

1. Notify main office immediately via the most rapid mode.
2. After notifying main office, the trained staff member should begin immediately following CPR/AED protocols.
3. Staff in main office will immediately:
 - (a) Call 911
 - (b) Send Automatic Defibrillator to room
 - (c) Send trained personnel to room
 - (d) Make a Code Blue announcement on PA system, notifying other staff of the situation and its location. Other staff should NOT take any action unless specifically requested.

HOLDING AND DISPENSING STUDENTS IN EMERGENCIES:

When potentially hazardous conditions exist in the vicinity of the school, considerations should be given to the best means of protecting students, including keeping them in school past the regular dismissal time. The Principal/Co-Assistant Directors shall exercise control over the following procedures:

1. A member of the emergency team in the Main Office will call 911 in the event of major emergencies such as:
 - a. A community disaster (downed aircrafts, fires, explosions)
 - b. Unusual weather conditions that cause an emergency
 - c. Civil disturbances (riots, demonstrations, police assistance, etc.)
2. A member of the emergency team in the Main Office will contact security guards.
3. Teachers will remain with their students, inside classrooms if appropriate. Teachers not scheduled for classes will report to the Main Office to assist with emergency.
4. The Principal/Director will explain the situation to students and staff on the PA system
5. When necessary, students may be held in school beyond dismissal time. All staff will remain with the students until the community emergency is over.
6. Students may be released to a parent/guardian or other authorized adult listed in the student's records.



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DECLARED STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE:

The following provisions cover protocols established to respond to a declared state emergency involving the spread of a communicable disease.

1. In the event of a State-ordered reduction of in-person workforce, TEP considers the following titles and positions as essential to provide essential services such as community meals and maintaining and protecting our facilities:
 - a. Campus Directors and Senior Leadership
 - b. Operations
 - c. Food Services
 - d. Facilities & Engineering
 - e. School Safety
 - f. Technology Services
2. In the event of a State-ordered reduction of in-person workforce, TEP will shift its instructional services to a hybrid or all remote learning environment. TEP will deploy the necessary technology, software, data, and transferring of office phone lines as practicable to allow nonessential employees to telecommute. Our Social Workers will confirm what students and families have access to technology and curricular material and set up a process for distributing materials and technology to families.
3. TEP maintains a central locked storeroom of personal protective equipment (PPE) to provide to its essential employees to allow them to complete their tasks safely during any given work shift.
4. The school will establish a Pandemic Response Team (PRT) for each of TEP's campuses. The campus PRT will be composed of the Principal, Campus Leaders, Directors of Operations (DOOs), Nurse, and Social Workers (SW). To minimize transmission, members of the committee are trained to manage each of the steps in the process including monitoring of symptoms, isolation of suspected cases, evaluation and or testing by a medical professional, notification of family members, contact tracing and tracking, immediate cleaning and disinfection of any affected work areas or common spaces.
5. In the event an employee is exposed to a known case of the communicable disease, TEP will adhere to all federal, State or local laws that require paid sick leave and/or expanded family and medical leave for specified reasons related to the communicable disease such as testing, treatment, isolation, or quarantine.
6. TEP will adhere to and promote hygiene, respiratory etiquette, physical distancing, universal mask wearing, cleaning, and disinfection practices set forth by the CDC and DOH and provide training to staff and information to families on ways to reinforce practices at home.