



**Safe Schools against Violence in Education  
EMERGENCY MANAGEMENT PLAN**

**INWOOD ACADEMY FOR LEADERSHIP CHARTER SCHOOL**

High School  
3896 10th Avenue  
New York, NY 10034

Middle School  
433 West 204<sup>th</sup>  
New York, NY 10034

Leadership Hall  
431 West 204<sup>th</sup>  
New York, NY, 10034

**August 2019**

**Resource: Guidance Document for School Safety Plans, at the Student Support Services  
Team Internet site – [www.emsc.nysed.gov/sss/](http://www.emsc.nysed.gov/sss/)**

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## **I. INTRODUCTION**

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. Schools are required to develop a ***School Safety Plan*** and an ***Emergency Management Plan Guide*** designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the school with local, county and state resources in the event of such incidents or emergencies.

This document is the ***Emergency Management Plan*** of Inwood Academy for Leadership Charter School (IALCS). It is in effect an operational guideline, not a standard operating procedure. This plan is intended to be in compliance with Commissioner of Education regulation #155.13.

It is the policy of IALCS to provide for a safe and secure learning and teaching environment for its students and staff. To this end, IALCS has developed a detailed ***Emergency Management Plan*** and a ***School Safety Plan*** which shall be implemented through establishment and implementation of:

- Detailed school safety and emergency management plans,
- Policies for responding to threats of violence concerning school property, facilities and premises,
- Prevention and intervention strategies for students manifesting at-risk behaviors,
- Policies for responding to acts of violence by students, teachers, administrators, staff or visitors,
- Policies and procedures for school building security and training of students and staff in school security,

- Policies and procedures for contacting and reporting law enforcement officials and parents in the event of a violent incident,
- Establishment of policies for responding to natural and man-made disasters, including bomb threats, hostage situations, intrusions and kidnappings, and
- In-school violence prevention procedures

**II. PLAN REVIEW AND PUBLIC COMMENT**

- Pursuant to Commissioner’s Regulation, Section 155.17 (e)(3), this plan was made available for public comment at least 30 days prior to its adoption. The school-wide plan was adopted by the board of trustees after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The plan was formally adopted by the IALCS Board of Trustees
- Full copies of the School Safety and Emergency Plan and any amendments will be submitted to the NYS Education Department within 30 days of adoption. The plan will be reviewed periodically during the year and will be maintained by the IALCS School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the IALCS Board of Trustees. The plan will be presented and reviewed with all staff members every school year.
- A copy of the plan will be available at the school’s main office.

**III. EMERGENCY RESPONSE COMMITTEE**

The IALCS Emergency Management/Safety Team members include the school’s administrative team, and the school’s counselors.

<b>Emergency Management Team Contacts</b>			
<b>NAME</b>	<b>TITLE</b>	<b>Walkies</b>	<b>CELL PHONE</b>
Jenny Pichardo	COO/CFO	Yes	347-501-1414
Kevin Garcia	Director of Operations	Yes	646-630-1893
Erica Reyes	Director of Talent Management	Yes	
Genesis Medina	HS Operations Associate	Yes	
Angelo Ortiz	HS Social Worker	Yes	
Giselle Tejada	MS Social Worker	Yes	
Francine Plata	HS Social Worker	Yes	
Sarah Roberts	HS Dean	Yes	
Ana Rodriguez	HS Dean	Yes	
Vicky Hiraldo	MS Dean	Yes	

Rayderis Martinez	MS Director of School Culture	Yes		
Orquidia Paniagua	HS Operations Associate	Yes		
Shawn Santana	MS Operations Associate	Yes		
Raquel Novas	Shared Operations Manager	Yes		
Nilson Mejia	HS Director of School Culture	Yes		
Nancy Betances	MS Executive Assistant	Yes		
Justin Hornedo	MS Dean	Yes		
Jose Grullon	Assistant Principal of HS	Yes		
Yamilka Holguin	MS Operations Associate	Yes		

### **Responsibilities of the Emergency Management Team**

School Leader or the designated administrator:

- Notify and convene the Emergency Management Team.
- Inform faculty of known facts at initial faculty meeting.
- Instruct faculty to meet at the end of the first day following a crisis.
- Coordinate with teachers and school counselor to address classrooms if needed.
- Consider and plan appropriate closure activities with team input.
- Serve as liaison with family and staff.
- Contact outside agencies to assist if needed.

### **IV. PREVENTION AND INTERVENTION PROCEDURES FOR RISK REDUCTION**

Risk Reduction, Prevention and Intervention are comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence, or reduce the impact of such emergency should it occur.

#### **A. Prevention/Intervention Strategies**

##### **□ Program Initiatives**

A school wide culture, which supports positive learning opportunities for all students, is critical. This entails assessing special needs among students who behave inappropriately, referring them to appropriate services and interventions as needed, supporting the development of skills for future employment, and developing working relationships with parents, families and communities.

As more and more students are experiencing broken homes, drug abuse within the family, disharmony at home, less access to parents and television as their primary source of entertainment and values, teachers must deal with the effects these experiences have on their students. Inwood Academy for Leadership Charter School will implement programs and

activities for improving communications among students and between students and staff for reporting of potentially violent incidents and maintaining an environment of tolerance/respect within the school.

#### □ **Training, Drills, and Exercises**

The Inwood Academy for Leadership Charter School shall provide multi-hazard school training for the instructional and non-instructional staff every year. Such training shall include a review of the ***School Safety Plan***, available in each room at the beginning of the school year and/or at the time of hire by all instructional and non-instructional staff, including substitute staff. In addition, violence prevention training and crisis intervention training will be provided to the instructional and non- instructional staff as part of the district's professional development plan program. Additional training may be required via workshops that provide instruction in relevant disciplines, such as proper restraint techniques and the de-escalation of violent incidents.

Our security officers, supervise the building, screen incoming visitors, and sign them in and out at the school front desk. The building safety desk table is located at the entrance of the building. Guards must not leave their post to go looking for members; guards should use their walkie/radio.

The hiring and screening process is the same for all employees. The hiring and screening process involves the mandatory fingerprint and criminal background check required of all employees. All employees possess both NYS and federal clearance.

Working relationships with NYC and state police regarding the implementation of school safety and security have been established and will continue to be developed and strengthened. **School leaders, in conjunction with school security personnel, shall hold (12) emergency drills, (8), evacuation drills and (4), lockdown drills to ensure that all students, faculty members, and other staff are familiar with each drill so that it can be activated and accomplished quickly and efficiently.** These drills will be held at regular and inopportune times, and will utilize a variety of blocked exits, as appropriate, to provide for almost any situation. Each faculty member shall take his/her attendance register or class record when a drill is conducted. Immediately upon arrival at a prescribed point, the faculty member shall check the students to assure they are present. A report of absentees shall be made immediately to the building School Leader or his designee.

Evaluation records of all drills will be complete after each and kept on file. Evaluation records will include the times and durations for the evacuation of the facility to determine whether or not

the drill was conducted in a timely manner and according to plan. Administrative staff and other observers will be placed to evaluate the student and staff participation in order to make recommendations for the improvement of these drills.

Everyone in the facility, including other employees, instructors not in the regular classrooms, and visitors, must obey the instructions in the room or area they occupy when the alarm or notification is given.

#### ❑ **Implementation of School Security**

All visitors to the Inwood Academy for Leadership Charter School will be required to sign in at the building safety desk, located at the main entrance of the school building. Anyone who is not a regular staff member or a student of the school will be considered a visitor. This includes parents/relatives, contractors, vendors, delivery people, etc. Upon leaving, the visitor will sign out at the security personnel table. The names of visitors who do not sign out will be reported to the building School Leader as soon as possible.

Visitors, even though they have signed in are not allowed to wander through the facilities. A staff member who observes a visitor who appears lost or who is otherwise walking through the building with no apparent purpose will address the visitor by asking, “Can I help you?” The staff member will then provide assistance in the form of directions or direct the visitor to the main office. If a staff member observes suspicious, threatening and/or otherwise inappropriate behavior, such behavior should be reported immediately to the main office for a response from the building School Leader or his/her designee. Student visitors from other schools, unless they have a specific reason and prior approval of the Building School Leader or her designee, are not permitted to enter school buildings. Anyone who violates any provisions of the Inwood Academy for Leadership Charter School Student Handbook is subject to appropriate penalties, up to and including reprimand, ejection, arrest and/or criminal prosecution.

All exterior doors not routinely used for student or staff entrance will be secured so as to limit building access to the main entrance of each facility. Locks on interior classroom doors will be kept in the locked position at all times, whether or not the door is open or shut, in order to provide for an immediate response to a shelter-in-place announcement.

Procedures for maintaining the security of the facility, as well as procedures for radio use, will be regularly tested by the building School Leader or his/her designee.

#### ❑ **Vital Educational Agency Information**

The school collects and maintains vital educational information, such as student enrollment and the number of staff and teaching stations. Transportation needs are assessed by the school emergency team in conjunction with the School Leader. The emergency team maintains and updates listings of home and work telephone numbers for key personnel throughout the agency. Data on student populations, number of staff, transportation needs and the business and home telephone numbers of key school officials is included in Appendix A (pg.27) and will be updated at least annually and more frequently as needed.

IALCS provides a prevention program to reduce the amount of time teachers spend attending to students' angry and disruptive outbursts, interpersonal conflicts and off-task behavior.

A series of prevention and intervention programs are offered during the school year to staff and parents on various prevention and intervention topics. These are presented at faculty meetings and at PAC (Parent Association & Council) meetings.

Students who exhibit destructive behaviors on a continual basis will be recommended for counseling and will be monitored carefully during the school day. Prevention and disruptive behavior workshops will be held for both students and parents (4).

## **V. IN-SERVICE TRAINING FOR STUDENTS AND STAFF WITH DRILLS AND EXERCISES**

**A.** Inwood Academy for Leadership Charter School will establish a calendar for drill and exercise practice and evaluate the following multi-hazard protocols:

- Emergency Fire and Evacuation Drill
- Multi-Hazard Drills with community emergency response units
- Annual training of all staff in the following safety protocols:
  1. Fire extinguishers
  2. Materials safety training
  3. Child abuse and reporting
  4. First Aid/CPR training

Emergency Exit routes are listed next to each classroom door and there are exit signs illuminated at all times throughout the school space. In the event of an evacuation, students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit.

**1. Evacuation Drill Regulations** - Evacuation drills are held periodically throughout the year and require the cooperation of all students to exit the building quickly, quietly and safely.

- **Signal:** A series siren sounds. (An agreed upon signal will be given to return to the building.)

- **Procedures for Students:**

1. Walk rapidly, without running, in single file to the exits as posted in each room.
2. Maintain silence so that vocal instructions may be heard.
3. Move at least 100 yards from the building and remain in line.
4. All windows should be closed.
5. The last person leaving the classroom must close the door (reduces spreading of fire).

- **Teacher Responsibilities:**

1. Supervise and enforce above procedures. Periodically review procedures with students.
2. Particular attention should be paid to maintaining quiet and orderliness during drills.
3. A teacher is responsible for seeing that all students in her/his group are accounted for: Take attendance cards, or the record of attendance, with you.

**2. Soft Lockdown drills** will be held to prepare students in the case of an unforeseen event.

**B.** The Inwood Academy for Leadership Charter School's process for hiring of staff will comply with New York State regulations for certified and noncertified staff. The process will include:

- Reference checks on all personnel
- Fingerprinting in compliance with the Commissioner's regulations
- Training and in-service on school protocols for emergency response procedures

An emergency data card on students and staff will be maintained in the office. The emergency data cards will be updated on a regular basis. Parents and staff will be reminded to update the

cards on relocation to a new residency, job, or change of status for emergency phone numbers. Emergency lists will be updated accordingly.

## **VI. EMERGENCY GO-HOME POLICY, CLOSING AND EARLY DISMISSAL OF SCHOOL**

On the rare occasion that it may be necessary to close Inwood Academy for Leadership Charter School prior to the normally scheduled end of the school day, the school requests that the parents and students have a mutually agreed on safe place for the child to stay until the parents return home. At the beginning of each school year parents are asked to complete the Emergency Early Closing Form (pg.27 Appendix A). The emergency notification system is telephone-based calling sequence. The School Leader begins the process by calling the Emergency Management team, who in turn notifies the parents of students by using Teleparent.

Responses to an emergency may include: school cancellation, early dismissal, evacuation, and sheltering. Examples of actions include the following and could be made in cooperation with local emergency responders:

- School cancellation
  - Monitor any situation that may warrant a school cancellation
  - Make determination
  
- Early dismissal
  - Monitor situation
  - If conditions warrant, close school
  - Contact bus companies to arrange transportation
  - Contact local media to inform parents of early dismissal
  - Set up an information center so that parents may make inquiries as to the situation
  - Retain appropriate personnel until all students have been returned home.
  
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes). In the event of an evacuation, students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit.
  - Determine the level of threat – School Leader/ Designated Administrator
  - Contact bus companies to arrange transportation- designee
  - Clear all evacuation routes and sites prior to evacuation
  - Evacuate all staff and students to pre-arranged sites
  - Account for all student and staff population

- Report any missing staff or students to – School Leader/ Designee Administrator / Emergency management team
- Make determination regarding early dismissal – designee
- Ensure adult supervision or continued school supervision/security
- Retain appropriate school personnel until all students have been returned home.
- Sheltering sites: New York City Department of Education is equipped to meet sheltering requirements for the school.

**EVACUATION SITE**

**SHELTERING (ALTERNATE)**

IALCS Middle School -IALCS High School (3896 10th Avenue, New York, NY 10034)  
 IALCS High School -IALCS Middle School (433 West 204<sup>th</sup>, New York, NY 10034)  
 IALCS Leadership Hall -IALCS High School (3896 10th Avenue, New York, NY,10034)

- Determine the level of threat – School Leader/ Designated Administrator
- Determine location of sheltering depending on nature of incident
- Account for all students and staff
- Report any missing staff or students to designee
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties
- Retain appropriate school personnel until all students have been returned home

**VII. SCHOOL SECURITY AND SAFETY PROTOCOLS**

Parents, guardians and visitors are welcomed to IALCS with a scheduled appointment, authorized by School Leaders. The school building is locked at all times. Upon entry and when leaving the building, visitors are asked to sign in and out with the school security guard.

**A. Responses to Acts Of Violence: Implied and Direct Threats**

The following types of procedures could be used by IALCS personnel for implied or direct threats of violence by students, teachers, other school personnel and visitors to the school:

- Use of staff trained in de-escalation or other strategies to diffuse the situation
- Inform the School Leader of the implied or direct threat; School leader will determine level of threat
- If the situation warrants, isolate the immediate area and evacuate if appropriate

- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency
- Monitor situation, adjust response as appropriate, include the possible use of the School Safety Team

## **B. Responses to Multi-Hazard Emergencies**

### **Incident Command**

The concept of Incident Command ensures that someone or some group is in charge of an incident, especially one that requires multi-agency response. The system required during multi-agency operations is established in NYS Executive Order #26 of 1996. The Incident Commander (IC) is a person or persons with authority to make decisions. While some incidents require specific single IC's, (fire = fire officer, police = police officer) others require flexibility and expendability. For example, a building collapse may require the assistance of fire, EMS, police and school authorities to be able to deal with several issues simultaneously. The IC may actually be made up of representatives from each of these agencies. The system however is set up to expand and contract as needed. The system is the only way to ensure that all questions are answered, all resources are distributed and that all personnel follow the same course of action.

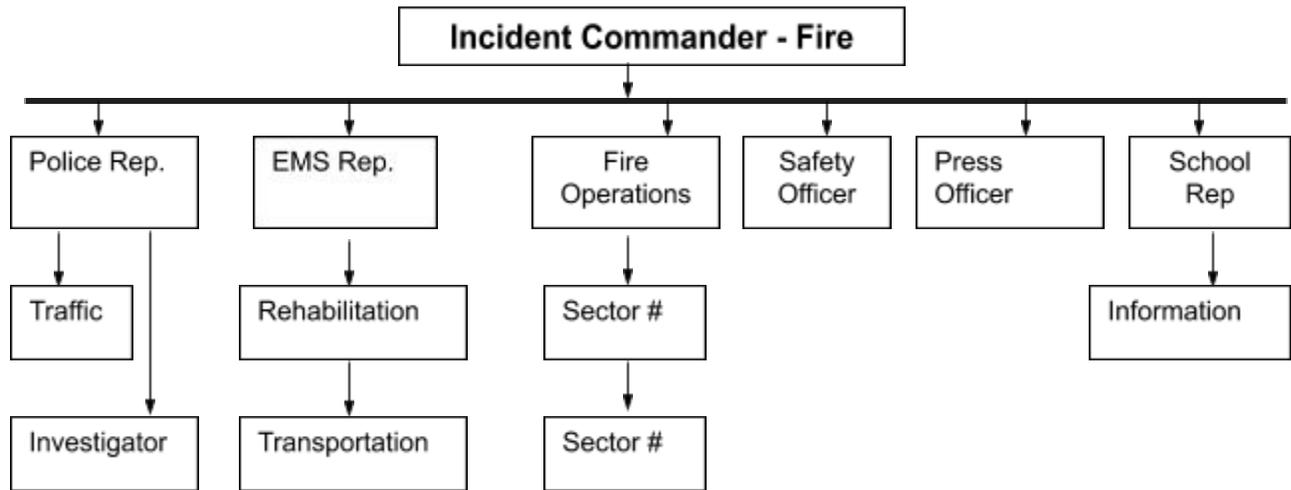
### **Functions of Command**

- Provide a plan of operation
- Provide coordination between agencies
- Secure adequate personnel
- Logistics. Secure adequate resources (may include those for immediate use or those for long term use, such as food, lodging, etc.)
- Financial. Who will pay bills? (may mean securing purchase orders, or contracts)
- Press information.

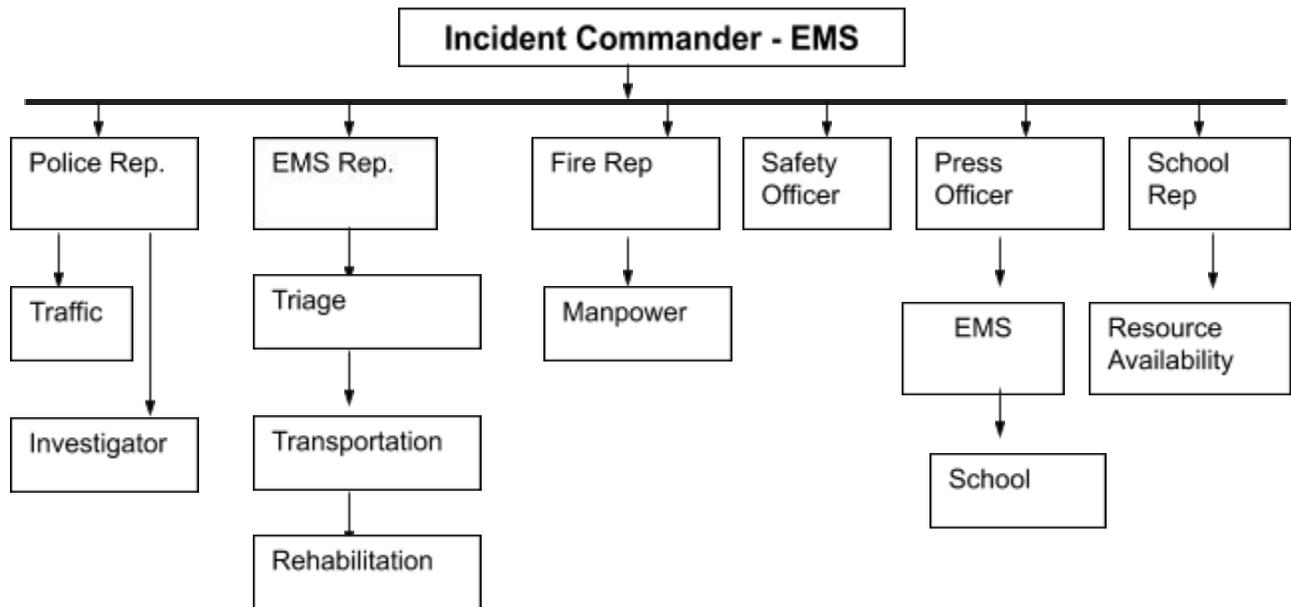
### **Command Set Up**

Command will be set up in one specific place, which does not move unless absolutely necessary. This "center" could be located in a building, emergency services vehicle or simply in a marked off designated area. Location of the command post must be communicated to all respondents, must be clearly marked and must be kept off limits to non-command personnel. It is most important that each agency establish clearly defined lines of authority so that only the person in charge locates to the command post.

The following is a sample command structure for a fire:



The following is a sample command structure for a bus accident or mass causality incident (MCI) without fire or hazardous materials release:



**PROTOCOLS FOR ENVIRONMENTAL DISASTERS**

In the case of all disasters listed below, the directors will immediately notify the IALCS Board of Trustees and the NYC-DOE-ONS In the unlikely event that students have to go home, we will follow our go-home policy.

### **1. Air Pollution**

**Preparation:** Maintain emergency go-home plans.

**Response:**

1. To extent possible, follow recommendations of agencies issuing alerts.
2. Follow directions of government agencies having authority as to curtailment, early dismissal, or cancellation of school sessions.

**Recovery:** Resume school as authorized by government agencies.

### **2. Drought**

**Preparation:**

1. Be prepared to follow guidelines of jurisdictional government agencies.
2. Update list of emergency water suppliers on annual basis.

**Response:**

1. Follow local guidelines for drought as developed and presented by local or county agencies.
2. Close schools if ordered to do so.

**Recovery:** Resume normal schedule once emergency ends or alternative plans can be established.

### **3. Earthquakes**

**Preparation:**

1. Become familiar with response portion of this guide.
2. Maintain emergency go home plans.

**Response:**

1. During Earthquake

- A. Inside: Move to safest areas possible – away from objects that could fall, move to areas under desks, tables, etc. Stay away from windows, mirrors, heavy objects hung on walls.
- B. Outside: Move to open areas away from buildings, power poles, and underground utility lines (if known or if ruptured) In the event of an evacuation, students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit.
- C. In vehicles: Stop vehicle in open area if possible, but remain in vehicle.

2. Following Earthquake

- A. Local emergency plans call for emergency crews to check on local conditions. However, due to scope of disaster, the school should plan to operate on its own for varying periods of time.
- B. Establish *Command Posts*. The school safety team must establish its own CP. Each Incident Commander should be the highest-ranking person from the building's chain of command list.
- C. IC should appoint appropriate persons to keep building population calm and together.
- D. IC to appoint person with highest EMS training to set up a treatment area (sector) for those who may be injured. Triage if necessary. Maintain records of EMS actions.
- E. IC to appoint appropriate persons to minimize problem areas such as shutting down gas lines if leaking, extinguishing fires if possible or moving building population to safer areas.
- F. IC to appoint appropriate persons to establish an evacuation area. Parents/relatives/guardians who may be able to arrive to evacuate students should do so through this area. Maintain list of persons leaving and who they left with, and the time of evacuation.
- G. Attempt to maintain contact with local authorities if phone system is operational. Cellular may be of assistance, however this system may be down

or overwhelmed. Tune in to the Emergency Broadcast Station (EBS) radio for information and further directions.

- H. Turn over IC to local authorities once they arrive. NOTE: they may only make contact and leave action in hands of building population.
- I. Terminate building command once all students have been evacuated to parents/relatives/guardians/ or government shelters.

**Recovery:**

- 1. Dependent on scope of Earthquake, governmental states of emergency, etc., return to normal sessions following repairs.
- 2. May need to establish a crisis intervention network for students and/or staff.

**4. Epidemics**

**Preparations:**

Maintain School Health Emergency guidelines.

**Response:**

- 1 Establish that a possible problem exists by notifying school nurse and office manager.
- 2 If problem is suspected or identified, school nurse to notify the School Leader.
- 3 School Leader to notify appropriate public health officials.
- 4 Follow directions of school physician and public health officials.
- 5 School Leader to notify staff, parents and students when normal school sessions can resume.

**5. Storms – Blizzards, Wind, Hurricanes, Tornadoes**

**Preparation:**

- 1. Monitor weather conditions and forecasts on ongoing basis.
- 2. Maintain emergency go home plans.

**Response:**

- 1. Follow directions of local authorities.
- 2. For storm conditions with adequate warning, cancel or dismiss school according to established school procedures.

3. Curtain outdoor activities.
4. Secure outside objects, which could be blown away.
5. For sudden storm possibilities, such as tornadoes:
  - A. School Leader to appoint Emergency Management team member to monitor outside weather conditions.
  - B. Should such an event occur, move building occupants to lowest possible portions of building, avoiding windows and large rooms (auditoriums, gymnasiums, cafeterias, etc).
  - C. For tornadoes, staff should be instructed to open windows before leaving their areas (this reduces chance of building collapse).
6. Should conditions damage building, or injuries occur, contact local authorities via 9-1-1.
  - A. Local emergency plans call for emergency crews to check on local conditions. However, due to scope of this disaster, each building should plan to operate on its own for varying periods of time.
  - B. Establish Command Post/s
  - C. IC should appoint appropriate persons to keep building population calm and together.
  - D. IC to appoint person with highest EMS training to set up a treatment area (sector) for those who may be injured. Triage if necessary. Maintain records of EMS actions.
  - E. IC to appoint appropriate persons to minimize problem areas such as shutting down gas lines if leaking, extinguishing fires if possible or moving building population to safer areas.
  - F. IC to appoint appropriate persons to establish an evacuation area. Parents/relatives/guardians that may be able to arrive to evacuate students should do so through this area. Maintain list of persons leaving and whom they left with, and the time of evacuation.
  - G. Attempt to maintain contact with local authorities if phone system is operational. The cellular system may be down or overwhelmed. At least tune in to EBS radio for information and further directions.
  - H. Turn over IC to local authorities once they arrive. NOTE: they may only make contact and leave action in hands of building population.
  - I. Terminate building command once all students have been evacuated to parents/relatives/guardians or government shelters.

**Recovery:**

1. If no damage has been sustained by the building, resume normal school sessions.
2. If local authorities make special requests, follow requests. May include ending school sessions so that schools may be used as emergency shelters for persons from other areas. Should such requests be made follow normal early dismissal procedures.
3. School Leader to contact the IALCS Trustees and the NYC-DOE-ONS.

## **7. Radiological**

### **Preparation:**

1. Unless brought into a building, this is a very remote possibility.
2. Maintain emergency go home plans.

### **Response:**

1. Remove all personnel from suspected radiological source. In the event of an evacuation, students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit. If needed, students and staff will then walk and be housed temporarily at prospective school facility.
2. School Leader to contact 9-1-1. Follow their directions.
3. School Leader to contact the IALCS Trustees and the NYC-DOE-CSO.

**Recovery:** Resume school sessions once advised to by appropriate authorities.

## **8. Water Contamination**

### **Preparation:**

1. Update list of emergency water suppliers on annual basis.
2. Maintain emergency go home plans.

### **Response:**

1. School Leader to contact the IALCS Trustees and the NYC-DOE-CSO.
2. Building occupants to be instructed not to consume water until problem can be declared unfounded or corrected.
3. School Leader to notify NYC Health Department.
4. Emergency water supplies to be brought to affected building.

### **Recovery:**

1. Complete any repairs or actions as required by NYC Health Dept.
2. Notify building personnel of return to normal situation.

## **HUMAN-MADE DISASTERS**

### **1. Bombs and Bomb Threats**

#### **Preparation:**

1. Train call takers in listening techniques (see pg. 30 Appendix D).
2. Maintain emergency go home plans.

#### **Response:**

1. Upon receipt of a bomb threat by telephone, initiate the Bomb Threat Response Form on page 9 of the Quick Emergency Response guide. Listen for identifying speech characteristics, male or female, young, old, etc. Fill out the Response Form as completely as possible.
2. Notify the following personnel:
  - School Leader / Designated Administrator
  - Emergency Management Team Member
  - School Security Officer
3. Notify the NYC Police – **Note: Only personnel listed in Item #2 should notify the law enforcement agency.**
4. Under the direction of a person listed in Item #2, notify all building occupants using the public address system of a “**CODE ORANGE** Response Guidelines”. (If no public address system is available, it is the schools responsibility to develop a notification program.) **Note: Do Not Activate the Fire Alarm System.**
5. Under the direction of the School Leader or designee, staff, students and visitors will be directed to evacuate or shelter to a safe area. They shall maintain silence and wait for further instruction. In the event of an evacuation, students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit. If needed, students and staff will then walk and be housed temporarily at designated locations.

6. When the “all clear” is given by the School Leader and the law enforcement agency, will instruct the evacuated persons to report to their areas for an accountability check (using student and staff rosters) and to resume normal operations.

**Note: If it is anticipated that a Bomb Threat will be called in during a school-wide function, the “Pre-clearance and Security Screening in Lieu of Evacuation” shall be implemented. This procedure can be found in the State Education Department’s revised bomb threat Response Guidelines of February 1999, Option C.**

**Recovery:** Once danger has passed, resume normal school sessions.

## **2. Collapse**

### **Preparation:**

1. Maintain familiarity of response section of this guide.
2. Maintain emergency go home plans.

### **Response:**

1. Curtail or cease building/component (bleachers, wing, etc.) use immediately.
2. Assess need for immediate action – evacuation.
3. School Leader to establish action plan.
4. School Leader contact IALCS Trustees and NYC-DOE-CSO.
5. Should collapse occur:
  - A. Evacuate building/area to extent possible/necessary. The school building has two exits. The first is the entrance of the school and the other (used for emergencies and drills only) is located between the original school and expansion school space. Emergency Exit routes are listed next to each classroom door and there are 15 exit signs illuminated at all times throughout the school space. Additionally, in the expansion space there is an emergency egress door that connects to the front entrance through the main office. In the event of an evacuation, students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit. If needed, students and staff will then walk and be housed temporarily at John F Kennedy High School.
  - B. Notify local emergency services via 9-1-1.
  - C. Follow directions of local emergency services.
  - D. School Leader to provide appropriate liaison to the emergency services command post.

- E. School Leader to establish an EOC to coordinate operations, including contacting transportation for emergency sheltering or early dismissal, sending personnel to the affected building to assist, preparing press releases.

**Recovery:**

1. EOC will continue to monitor evacuations and notifications.
2. Establish short term and long-term action plan as dictated by event.

**3. Explosions**

**Preparation:**

1. Maintain familiarity of response section of this guide.
2. Maintain emergency go home plans.

**Response:**

1. Upon the occurrence of an explosion in a facility, sound the building fire alarm immediately. Building systems that are not turned off automatically by the alarm should be manually shut down.
2. Notify the Fire Department.
3. Begin evaluation in accordance with established emergency evacuation plans.
4. Notify the following personnel:
  - School Leader / Designated Administrator
  - Emergency Management Team Member
  - School Security Officer
5. Initiate accountability procedure using student and staff rosters to determine if all have been evacuated.
6. Upon arrival of the fire department, advise of the situation. Assist the fire department with activities related to the incident. Supply building maps and plans.
7. The School Leader may have to prepare an information release and notify media if closures or early dismissal is necessary. (See back page for Radio Station and telephone numbers.)
8. Take instructions from the fire department.
9. Investigate if it was a false alarm.

Initiate "Early Dismissal: procedures if necessary.

**Recovery:**

1. EOC will continue to monitor evacuations and notifications.
2. Establish short term and long-term action plan as dictated by event.
3. Cooperate with jurisdictional authorities in any necessary investigations.

**4. Fire (CODE YELLOW)**

**Preparation:**

1. Establish plan in conjunction with local fire department.
2. Maintain fire alarm system and PA system within each building.
3. Maintain fire extinguishers within each building.
4. Cooperate with fire inspectors – town fire dept., insurance.
5. Staff training to include: fire prevention, fire extinguishers, and fire alarm procedures.
6. Maintain emergency go home plans.

**Response:**

1. Immediate
  - A. Person discovering fire or fire situation to notify building via fire alarm, radio-talkie, internal phone or directly to any authority. School Leader must be notified.
  - B. Building procedures (evacuation, extinguishing) set in motion. In the event of an evacuation, students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit. If needed, students and staff will then walk and be housed temporarily at John F Kennedy High School.
  - C. School leader will contact local Fire Department via 9-1-1. In event that the main office is unable to do so, building back up phone plan should be maintained, i.e., different phone within building, cell phone, neighbor.
  - D. Advise fire department of situation; turn over operations to Fire Department.
2. Subsequent
  - A. Building School Leader to notify IALCS Trustees and NYC-DOE

- B. If necessary, School Leader to establish EOC to begin early dismissal, prepare press release should one be needed and assist in whatever ways are necessary.

**Recovery:**

1. Resume building operations when advised to by Fire Department.
2. Curtail use of building if needed.
3. Cease school operations if necessary. Should this be necessary, follow district early dismissal policy.

**5. Gas Leak or Odors**

**Preparation:**

1. Maintain maps of gas lines into and within buildings.
2. Maintain backup plan for evacuation that does utilize fire alarm system.
3. Maintain emergency to home plans.

**Response:**

1. Building School Leader to contact emergency services via 9-1-1.
2. If deemed necessary to evacuate, do so WITHOUT using fire alarm system (fire alarm systems can ignite gas vapors). In the event of an evacuation, students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit. If needed, students and staff will then walk and be housed temporarily at designated facility.
3. Building School Leader to notify IALCS Trustees and NYC-DOE.
4. If problem appears to be too lengthy to resolve, School Leader is to establish EOC to contact transportation supervisor for buses to shelter or for early dismissal, prepare press releases, and aid in whatever ways necessary.

**Recovery:** Once building has been declared safe by Fire Department and/or gas supplier, resume regular school sessions.

**6. Intruder**

**Preparation:**

1. Identify the intruder. Verification should be made that there is indeed an intruder in the building, on the grounds, or if a real threat exists. Always assume the intruder is armed

and dangerous.

2. Notify the following personnel
  - School Leader / Designee
  - Emergency Management Team Member
  - School Security Officer
3. Under the direction of an administrator listed in item 2, notify all school occupants using the public address system of a “**Code Red**”
4. Notify NYC 34th Police Precinct officials.
5. A lock down all rooms, offices, and assembly halls should be done immediately.
6. Isolate the area of the incident from all personnel. Do not allow anyone to enter or leave without permission of law enforcement officials.
7. Follow the instructions of the law enforcement officials.
8. After the announcement, “**Code Red – All Clear**” is given, conduct an accountability check. After the check is completed, resume normal operations.

**Recovery:** Once the building has been declared safe by Fire Department and/or appropriate authorities regular school sessions may be resumed.

## **7. Hostages**

**Preparation:** Maintain familiarity of response section of this guide.

### **Response:**

1. Identify the situation – All school staff and students are responsible for this
2. Notify the following personnel
  - School Leader / Designated Administrator
  - Emergency Management Team Member
  - School Security Officer
3. Notify the NYC 34th Police Precinct and follow their instructions. Do not try to overtake the perpetrator.
4. Notify all school occupants using the public address system that there is a “**Code Red**”.
5. A lock down of all doors and windows in rooms, offices, assembly halls, and entrances and exits should take place immediately.
6. Isolate the incident from all personnel. Do not allow persons to enter the area without the advice of NYS 34th Police Precinct officials.
7. Update the Board President, NYC-DOE-ONS and NYSED (Inwood Academy for Leadership Charter School) of the situation and actions taken.
8. Follow the instructions of NYC 34th Police Precinct officials.
9. After the announcement “**Code Red – All Clear**” is given, resume normal activities.

**Recovery:** Once the situation has been declared safe by police regular school sessions may resume.

## **8. Kidnapping**

**Preparation:** Maintain familiarity of response section of this manual.

### **Response:**

1. Identify the situation – All school staff and students are responsible for this.
2. Notification to School Leader, Operations Manager and security personnel upon possible kidnapping or potential kidnapping.
3. Notify the NYC 34thPolice Precinct and follow their instructions. Do not try to overtake the perpetrator.
4. Notify all school occupants using the public address system that there is a “**Code Red**”.
5. A lock down of all doors and windows in rooms, offices, assembly halls, and entrances and exits should take place immediately.
6. Isolate the incident from all personnel. Do not allow persons to enter the area without the advice of NYS 34thPolice Precinct officials.
7. Update the Board President, NYC-DOE-CSO and NYSED (International Leadership Charter School) of the situation and actions taken.
8. Follow the instructions of NYC 34thPolice Precinct officials.
9. After the announcement “**Code Red – All Clear**” is given, resume normal activities.

**Recovery:** Return to normal school sessions upon removal of intruder(s).

## **9. Power Failures**

### **Preparation:**

1. Maintain building emergency lights.
2. Maintain emergency go home plans.

### **Response:**

1. School Leader to contact local utility to report failure and to determine, to extent possible, duration of the problem.
2. School Leader will take necessary action needed to mitigate damage to building or its contents.

3. School Leader will contact Police Department to determine if problem is local or city-wide.
4. Short-term problem: maintain school in session, IF vital services can be maintained. These services to include – phones, heat, water and others as deemed necessary by the building administrators.
5. Long term with passable roads: Emergency early dismissal. In the event of an evacuation, students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit. If needed, students and staff will then walk and be housed temporarily at John F Kennedy High School.
6. Long term with impassable roads:
  - A. Notify staff and students, instructing all to remain calm.
  - B. Make contact with local emergency authorities to advise them of situation.
  - C. Assess all persons as to any special needs (i.e. medications, dietary, etc.). Attempt to address these needs. Local authorities may be able to assist in this area.
  - D. Attempt to keep track of those who leave building.
  - E. Dismiss students as soon as conditions allow.

**Recovery:**

1. Re-establish building operations.
2. Resume school schedule.

## **10. Weapons**

**Preparation:**

1. School should instruct school population of zero tolerance for weapons on school property.
2. Maintain familiarity of response section of this guide.

**Response:**

1. A very difficult situation to say the least. Circumstances and persons involved will force split second decisions that will vary from person to person and incident to incident. Generalizations can however be made.

2. NON-THREATENING WEAPONS: (observed in bags, coats, vehicles, or by rumor, etc.)
  - A. Notify the School Leader as soon as possible.
  - B. School Leader will contact police via 9-1-1.
  - C. Inform other adults in the area.
  - D. Attempt to maintain surveillance of person with possible weapon.
  - E. Turn over information to police upon their arrival.
  - F. Building School Leader to notify IALCS Trustees.
  
3. THREATENING WEAPONS IN NON-CLASSROOM AREAS (areas such as halls, cafeterias, parking lots, etc.)
  - A. Notify School Leader as soon as possible. Building School Leader to contact police via 9-1-1.
  - B. Inform other adults in the area.
  - C. Attempt to maintain calm among those in the area.
  - D. Attempt to remove as many persons from the danger area as possible.
  - E. Make no threatening moves toward person(s) with weapon(s).
  - F. If unable to leave area of weapon, follow directions or armed person(s).
  - G. Follow directions of police upon their arrival.
  - H. If announcement is needed, broadcast code RED announcement. Repeat 3 times. The area portion of the announcement alerts staff as to where the problem might be. Staff is to then avoid this area, and to keep students in their areas. Lock down will take place.
  - I. Building School Leader to notify IALCS Trustees and the NYC-DOE-ONS.
  - J. Directors to establish EOC. Monitor situation and establish school action plan as conditions warrant.

## **VIII. NOTIFICATION AND COMMUNICATIONS REGARDING EMERGENCY RESPONSE**

Inwood Academy for Leadership Charter School procedures for notification of students, staff and community will be through the School Leader, Operations Management and Administrative Team.

The aftermath of the terrorist attack of September 11 requires specific procedures are followed and specific persons are in charge of these procedures. In the event of an emergency, which could present a threat the health, safety and welfare of students, staff and guests, the School

Leader, Administrative Assistant or a member of the Administration Team will direct response activities.

The School Leaders or appointed designees will serve as the school responder/media contact for emergency response. The system for informing students, staff and community members could include the following forms of communication:

Telephone  
Fax/Email  
In-School Intercom  
In person

## **IX. PROCEDURES TO COORDINATE SCHOOL AND REGIONAL RESOURCES DURING EMERGENCY RESPONSES**

The Inwood Academy for Leadership Charter School Wide School Safety Plan and Emergency Management Plan, and Quick Emergency Response Guide describe coordination of the school's resources with local and regional emergency response providers.

The emergency response format includes: a school chain of command and a chain of command utilizing local and regional response teams.

The IALCS School Leader or her appointed designees will contact local agencies, as needed, in response for assistance.

The School Leader/designee in an emergency will contact the highest-ranking local government official for obtaining advice and assistance.

IALCS has identified resources for an emergency. These resources are listed in Appendix C and Appendix D. (pg. 29)

## **X. RECOVERY, DEBRIEF AND INCIDENT EVALUATION**

IALCS shall conduct drills and other exercises to test and evaluate the effectiveness of the school emergency response plans. The drills shall be coordinated with and include the participation of local emergency response providers. The results of such drills and exercises shall be reported to the IALCS Board of Trustees and NYC-DOE-CSO as needed.

The results of such drills and exercises will provide an evaluation of emergency systems and provide recommendations for improvement of emergency response as necessary.



**APPENDIX A-1: EMERGENCY EARLY CLOSING FORM**

Dear Parents:

In the event of an emergency early dismissal, it is vitally important that each student knows what to do and where to go. Therefore, we ask that you make arrangements for such an event and review the go-home procedures you have made with your child. Please complete the form below and bring it in to school tomorrow.

We appreciate your cooperation.

-----

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

For students who walk to school:

My child will be picked up by \_\_\_\_\_  
(Parent or other designated adult)

For students who ride a public bus to school:

\_\_\_\_\_  
(Home address or that of neighbor on same bus route)  
\_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

## APPENDIX A-2 LETTER ACCOMPANYING EMERGENCY GO-HOME FORM

Dear Parents:

All of us are concerned about the safety of our families in these difficult days. As the School Leader of the Inwood Academy for Leadership Charter School, I am most concerned with protecting our students and promise you that I will do everything reasonably possible to protect your students against any threat that may arise while they are in our care. I want to let you know some of the things that we have done and are doing to honor our commitment.

Since we opened, the staff has spent considerable time and effort planning and practicing safety and security measures appropriate for dealing with major critical incidents. Entry into and exit from our schools are restricted. Parents and others coming into schools must stop at the main office and to sign in before proceeding to a classroom. Only exterior doors that are monitored can be opened from the outside.

The Inwood Academy for Leadership Charter School has School Safety and Emergency Management Plans, and key school personnel have participated in crisis response training. Many different scenarios are covered in the training. The New York Police Department and other public safety personnel are prepared to respond to any crisis. Inwood Academy for Leadership Charter School works closely with police and other public safety departments and with the county health department.

Students' psychological welfare is also important. The Inwood Academy for Leadership Charter School, in psychological support for students. Psychologists and social workers trained and experienced in dealing with students facing trauma will be deployed as needed in any crisis. If, at any time, your child shows signs of excessive stress, or needs additional emotional support, please do not hesitate to speak with his or her teacher, counselor, or School Leader.

For more information on The Inwood Academy for Leadership Charter School's safety program, and related issues, contact the school and ask for the 2015-16 School Safety Plan and Emergency Management Plan and Student Handbook. During an emergency, updated information will be available at the school.

We ask that you take time to complete the **Emergency Go-Home Form** that accompanies this letter and return it to school tomorrow.

Sincerely,

Jenny Pichardo  
COO/CFO

**APPENDIX B: LOCAL POLICE, FIRE & EMS AGENCIES**

**All emergency numbers are now 9-1-1**

**Non-Emergency numbers of each agency are:**

34th Precinct

**NOTIFICATION LIST**

<b>Office of Charter Schools, NYC DOE</b>	<b>212-374-5419</b>
<b>Emergency Information Center</b>	<b>718-935-3210</b>
<b>Division of School Safety and Prevention Services</b>	<b>718-935-4340</b>
<b>Office of Pupil Transportation</b>	<b>718-729-6100</b>
<b>Division of School Facilities</b>	<b>718-391-6466</b>
<b>NYC Police Department – School Safety Division Contacts</b>	<b>718-730-8500</b>
<b>NYC Police Department – Operations Center</b>	<b>718-730-8500</b>
<b>NYPD Precinct Contacts – Sgt Sojo</b>	<b>718-543-5700</b>

**OTHER EMERGENCY NUMBERS**

<i>Chemtrec</i>	<i>800 424-9300</i>
<i>National Response Center –Oil &amp; Toxic Chemical Spill</i>	<i>800 424-8802</i>
<i>Pesticide Service Center</i>	<i>800 858-7378</i>
<i>American Red Cross</i>	<i>800 564-0277</i>
<i>Poison Control Center</i>	<i>800 336-6997</i>
<i>Domestic Violence / Child Abuse Hotline</i>	<i>800 942-6906</i>
<i>Suicide Hotline (adolescent)</i>	<i>800 621-4000</i>
<i>Teen Hotline / Help Line</i>	<i>800 767-6336</i>
<i>Department of Environmental Conservation</i>	<i>800 457-7362</i>
<i>Gas Odors</i>	<i>800 942-8274</i>

Radio stations to contact are: WINS 1010 AM, WCBS 880 AM, and WABC 770 AM  
Television stations to contact are: Bronx Channel 12, WCBS Channel 2, WNBC Channel 4, WNYW Channel 5, WABC Channel 2, NY 1 Channel 1, and WNYE Channel 25.

APPENDIX C: BOMB THREAT CALL IDENTIFICATION

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Call Taker:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Exact words of caller:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Try to get answers to: (Don't expect much cooperation)**

**When is the bomb going to explode?** \_\_\_\_\_

**Where is the bomb?** \_\_\_\_\_

**What kind of bomb is it?** \_\_\_\_\_

**What does it look like?** \_\_\_\_\_

**Why did you place the bomb?** \_\_\_\_\_

**Voice Description**

**Male:** \_\_\_\_ **Female:** \_\_\_\_ **Age: Young** \_\_\_\_ **Middle** \_\_\_\_ **Old:** \_\_\_\_

**Tone: (seriousness):** \_\_\_\_\_

**Accent:** \_\_\_\_\_

**Background Noise:** \_\_\_\_\_

**Familiar?** \_\_\_\_ **If yes, who did it sound like?** \_\_\_\_\_

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

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**APPENDIX E: GLOSSARY OF TERMS**

ALS	Advanced Life Support. High level of emergency medical care provided in the field, up to maintenance of basic body function. Does not include drug administration, Bureau of Alcohol, Tobacco and Firearms (ATTF), federal agency having jurisdiction of incidents involving explosive devices.
BLEVE	Boiling Liquid Expanding Vapor Explosion; eruption of a closed vessel under heat that creates an explosive fire or fireball upon rupture.
BLS	Basic Life Support. Most basic level of emergency medical care provided in the field; administered by EMTs.
BRANCH	An organizational term designating a particular function or segment of incident operations (i.e. finance or logistics).
CAD	Computer Aided Dispatch; designed to enhance the speed and accuracy of dispatching equipment to emergencies.
CHEMTREC	Chemical Transportation Emergency Center. An advisory group that aids in the identification of hazardous materials and in dealing with emergencies involving hazardous materials.
CIVIL DISTURBANCE	A demonstration of public unrest that may involve acts of violence or destruction.
COMMAND POST	The physical location of an Incident Commander and his/her command staff.
COMMAND STAFF	Those persons aiding the Incident Commander in making decisions at an incident. May include, among others, the Information Officer, Safety Officer, and Liaison Officer and so on. Report directly to the Incident Commander.
COMPANY	Any piece of equipment having a full complement of personnel.

EBS	Emergency Broadcast System. Public emergency radio and television broadcasts alerting the public to impending dangers and giving advice and direction before, during and after a public emergency.
EMS	Emergency Medical Service. Includes first aiders, first responders, EMTs, technicians, and all others assigned to provide immediate care and treatment of injured parties.
EMT	A level of first aid provided authorized to treat up to the administration of medications. Main staff members of Basic Life Support (BLS) Ambulances.
EOC	Emergency Operations Center. A facility that serves as a multi-agency command point for coordination of activities during disasters. May be located away from the disaster site.
EPA	Environmental Protection Agency. A federal agency with jurisdiction over environmental disasters.
FEMA	Federal Emergency Management Administration. Federal agency providing assistance during periods of major disaster.
HAZ MAT	Hazardous materials. Any substance that poses an extraordinary risk to health, safety, property or the environment.
IC	Incident Commander. The individual responsible for the management of all incident operations.
IAP	Incident Action Plan. The operational plan for the incident. The plan establishing the general control objectives, setting incident strategy and establishing rescue, suppression and control actions.
RACES	Radio Amateur Civil Emergency Service. Amateur radio operators providing backup radio capabilities during disasters.
REHAB	Rehabilitation. Area where personnel are sent for refreshment and/or medical surveillance following a assignment during a disaster.
SECTOR	A geographic area or functional area of a disaster under the control of a single person, a sector commander, EMS

STAGING	The location where non-assigned incident personnel and equipment are located in a state of readiness for deployment.
STATE OF EMERGENCY	An order of a local government official granting greater authority to incident commanders and allowing outside resources to be utilized. This state authorizes activation of various emergency response plans.
TRIAGE	Area where large numbers of casualties are sent for evaluation into three groups. Those who will not survive regardless of treatment, those who have a chance of survival if treated, those who will survive without treatment. Those in the second group are given the first priority.
WARNING	A team used by the National Weather Service meaning that a certain type of severe weather has actually been detected.
WATCH	A term used by NOAA meaning the conditions are right for the formation of a certain type of severe weather pattern.

I, as faculty/staff of the Inwood Academy for Leadership Charter School, have read and understand the contents of the **IALCS Emergency Management Plan**.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_