Safe Schools against Violence in Education
CHARTER SCHOOL SAFETY PLAN

INWOOD ACADEMY FOR LEADERSHIP CHARTER SCHOOL

High School
3896 10th Avenue
New York, NY 10034

Middle School
433 West 204th
New York, NY 10034

Leadership Hall
431 West 204th
New York, NY, 10034

Elementary School
71 Arden Street
New York, NY, 10040

August 2026

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

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Introduction

Emergencies and violent incidents in charter schools are critical issues that must be addressed in an expeditious and effective manner. Charter schools are required to develop a school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the school's resources with local and county resources in the event of such incidents or emergencies. This school safety plan has been developed to be responsive to the needs of the school and consistent with the detailed emergency response plan required at the school.

Charter schools stand at risk from a wide variety of acts of violence, as well as natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses risk reduction/ prevention, response, and recovery with respect to a variety of emergencies in charter schools.

The Inwood Academy for Leadership School (IALCS) supports the SAVE Legislation and has committed to full and active participation in the planning process. The School Leader encourages and advocates on-going school-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Inwood Academy for Leadership Charter School School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. The School Leader appointed a School Safety Team and charged it with the development and maintenance of the Inwood Academy for Leadership Charter School School Safety Plan.

B. Identification of School Teams

IALCS Emergency Management/Safety Team members – In accordance with Section 155.17(c)(13), the Inwood Academy for Leadership Charter School has created an Emergency **Management/Safety Team** consisting of representatives of administrators, instructional staff, parents, and school safety personnel. The members of the team, and their positions or affiliations are shown in Table 1.

IALCS Emergency Management/Safety Team members

Emergency Management Team Contacts			
NAME	**TITLE**	**Walkies**	**CELL PHONE**
Jenny Pichardo	COO/CFO	Yes	347-501-1414
Kevin Garcia	Director of Operations	Yes	646-630-1893
Erica Reyes	Director of HR	Yes	646- 234-7851
Genesis Medina	HS Operations Associate	Yes	201-290-4456
Jason Lantigua	MS Dean of Culture	Yes	917-794-1206
Cristal Salas	MS Social Worker	Yes	917-659-9368
Elizabeth Araya	ES Dean of SIS	Yes	347-581-5002
Giselle Tejeda	MS Dean of SIS	Yes	646-957-6800
Michael Malcolm	HS Dean	Yes	917-657-1107
Marleny Ramirez	9th Grade Counselor	Yes	347-920-6243
Frederick Sanchez	HS Dean of Culture	Yes	207-231-2493
Vicky Hiraldo	MS Dean	Yes	347-504-2766
Isis Badillo	ES Social Worker	Yes	646-670-3431
Hazel Torres	Alumni Success Manager	Yes	646-574-2144
Nathalie Polanco	MS Operations Associate	Yes	656-689-0200
Orquidia Paniagua	HS Operations Associate	Yes	917-359-2183
Raquel Nova	Shared Operations Manager	Yes	646-584-0272
John Cuateco	IT Technician	Yes	914-356-7137
Erica Messina	12th Grade Counselor	Yes	347-925-4798
Justin Hornedo	HS Dean	Yes	212-380-8900
Alina Ramirez	Director of Finance	Yes	646-648-3043
Yamilka Holguin	ES Operations Associate	Yes	347-884-5454
Maria Tamarez	MS Operations Associate	Yes	917-821-0629
Simone Smith	Director of CCS	Yes	347-583-4180

C. Concept of Operations

The IALCS's School Safety Plan is directly linked to the school's Emergency Management Plan. Protocols reflected in the School Safety Plan will guide the development and implementation of the school's Emergency Management Plan.

The methodology used to develop the school safety plan, involved the formation of the school safety plan development team. Team members used the sample plan in the *Guidance Document for School Safety Plans* to establish the plan's structure then developed the key elements of the plan based upon the involvement of the community and the records of student behavioral data and community crime-incidence data.

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be made by the School Leader, who will activate the school's Emergency Response

Team. Upon the activation of the school's Emergency Response Team, the School Leader or her designee will notify, when appropriate, local emergency officials. City, County and State resource providers may be called upon to provide additional services.

D. Plan Review and Public Comment

Availability of the safety plan -

Full copies of the IALCS's School Safety Plan and any amendments were submitted to the NYC Board of Education. The school's Emergency Management Plan is supplied to local police within 30 days of adoption.

IALCS will also continue to frequently assess progress towards reducing violence and illegal drug use in the school. This evaluation will be done by the school's Safety Team, with support from consultants, as needed. Evaluation reports will be submitted on an ongoing basis to the School Leader, the Board of Trustees and other stakeholders.

Section II: Risk Reduction/Prevention and Intervention

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

A. Prevention/Intervention Strategies

The IALCS's Charter School Safety Plan provides for prevention and intervention strategies. These activities include strategies for improving communication among students and between students and staff; plans for establishing youth-run programs such as peer mentoring, conflict resolution, forums and/or mentors for students concerned with bullying or violence; and, establishing reporting mechanisms for potential and actual violent incidents.

Additionally, a strong working relationship with local police regarding the implementation of school safety and security has been established and will continue to be developed and strengthened.

- **Program Initiatives**

A school-wide culture that supports positive learning opportunities for all children and youth is critical. Achieving such a culture entails assessing special needs among students who behave inappropriately, referring them to appropriate services and interventions as needed, and developing working relationships with parents, families and communities.

Young people have a variety of emotional needs that they bring to school. Some of these needs may be met in school through encounters with peers and school staff, while others require proper assessment and referral to community services. If these needs are handled effectively, students are less likely to engage in negative behavior.

Programming at **www.missingkids.com** and **www.NetSmartz.org** , developed by the National Center for Missing and Exploited Children personnel, will be presented to IALCS students. Skills training will be offered for students and staff, as appropriate, in social interaction, problem solving, coping, communication, resisting peer influence, substance abuse prevention, understanding values, respect for individual differences, countering bias, anger management, conflict resolution, peer mediation, and Internet safety. Instruction and skills training can be effectively combined using interactive and engaging learning strategies. A grade-level training matrix for student training will be developed by the School Leader and will be reviewed annually. A schedule of training opportunities will be communicated through building-level publications such as newsletters, and handbooks.

● Training, Drills and Exercises

Multi-hazard training - In accordance with Section 1.55.17(e)(1) (xiv), IALCS will provide multi-hazard school training for instructional and non-instructional staff members and students through a combination of full-scale drills, tabletop exercises and staff development programs. Such training will include review of the Emergency Management Plan, available in each room at the beginning of the school year and/or at the time of hire of all instructional and non-instructional staff, including substitute staff. In addition, violence prevention and crisis intervention training will be provided to the instructional and non-instructional staff as part of the school'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.

Increase of student awareness and preparedness will occur through the implementation of activities during Fire Prevention Week in the fall and during the week prior to the spring break. During those two weeks, all students will participate in classroom activities, one general assembly and receive personal safety training.

Review and conduct of drills - In accordance Section 807 of State Educaiton Law, the school shall hold and evaluate twelve **(12) emergency drills**, eight **(8) emergency evacuation drills** and four **(4) soft lockdown drills** to ensure that all students, faculty members and other staff are familiar with each drill so that a specific drill can be activated and accomplished quickly and efficiently. These drills will be held at regularly scheduled as well as inopportune times and will

utilize a variety of blocked exits, as appropriate, to address almost any situation. Each member of the faculty 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 to see that all students are present. A report of absentees shall be made immediately to the School Leader or her designee.

An evaluation of each drill will be conducted after each and every drill. Evaluation records will be kept for each drill, including the time required for the evacuation of the facility. Such records will be kept in order to ascertain whether or not the drill was run in a timely manner and according to plan. Administrative staff and other observers will be placed in various locations to evaluate the quality and timeliness of student and staff participation in order to make recommendations for the improvement of these drills.

Duties of hall monitors - In accordance with Section 155.17(e)(1)(xviii), IALCS provides a trained security person who supervises the building sign-in table, provides identifying badges to visitors, directs visitors to their destinations, monitors the visitor traffic in the building, and ensures that visitors sign out and return their badges upon leaving the building.

The school security officer who serves as the school greeter received training from the School Leader as to their duties at the beginning of each school year. The Greeter's table is next to the school office, minimizing the need for radio contact with the school office and the building administrator.

The hiring and screening process for these employees is the same as for any other staff member. The process, of course, involves the mandatory fingerprint and criminal background check required of all employees.

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

● Implementation of School Security

Building security procedures - All visitors to the Inwood Academy for Leadership Charter School will be required to sign in at the sign-in table at the main entrance of its floor. 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, and others having business with

school officials.

Upon signing in, the visitor will be provided with a badge identifying the individual as a visitor. The visitor will wear the badge conspicuously during the visit. Upon leaving, the visitor will sign out and return the visitor's badge. The names of visitors who do not sign out and return the visitor's badge provided to them at check-in will be reported to the School Leader as soon as possible.

Visitors, even though they have signed in and are wearing a visitor's badge, are not allowed to wander through the facility. 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, "May I help you?" The staff member will then provide assistance in the form of directions or direct the visitor to the school office. If a staff member observes suspicious, threatening and/or otherwise inappropriate behavior, such behavior should be reported immediately to the school office for a response from the School Leader or her designee. Student visitors from other schools, unless they have a specific reason and prior approval of the School Leader or her designee, are not permitted to enter the school building. Anyone who violates any provisions of the Inwood Academy for Leadership Charter School Code of Conduct 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 the facility.

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

● Vital Educational Agency Information

Maintenance of vital information - In accordance with Section 155.17(e)(1)(xx), the Inwood Academy for Leadership Charter School collects and maintains vital educational information, including student enrollment, the number of staff and teaching stations. The School Leader assesses transportation needs and maintains and updates listings of home and work telephone numbers for key personnel throughout the school. Data on student populations, number of staff, transportation needs and the business and home telephone numbers of key school officials is included in Table 1 (See page 4) and will be updated at least annually and more frequently as needed.

Maintenance of Public Order on School Property

The following rules shall govern the conduct of students, parents, teachers, staff, licensees, invitees, and other persons, whether or not their presence is authorized, on all property or facilities operated under the auspices of the charter school. These rules and penalties are not to be considered exclusive or to preclude in any way the prosecution and conviction of any person for the violation of any Federal, State or local law, rule, regulation or ordinance, or the imposition of a fine or penalty provided for therein. Additionally, these rules and regulations should not be construed to limit, but rather exist in conjunction with any other codes of conduct established for the school, such as a disciplinary code and/or a bill of student rights and responsibilities.

Prohibited Conduct

No person, either singly or in concert, shall:

- Willfully cause physical injury to any other person, or threaten to use force which would result in such injury.
- ***Physically restrain or detain any other person or student, nor remove such person or student from any place where he or she is authorized to remain, except as necessary to maintain the established educational process.***
- Willfully damage or destroy school property, nor remove or use such property without authorization.
- Without permission, express or implied, enter into any private office or classroom of an administrative officer, teacher, or staff member.
- Enter or remain in any building or facility for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others.
- Without authorization, remain in any building or facility after it is normally closed, nor without permission enter any building or facility prior to its normal opening.
- Refuse to leave any building or facility after being required to do so by the School Leadership or an authorized administrative officer or his or her designee.
- Willfully obstruct or interfere with the free movement of persons and vehicles.
- ***Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his or her views, unless such behaviors will disrupt the maintenance of an orderly environment during the educational process.***
- Possess on school property any firearms, knife, chain, club or other weapon, whether or not the person has a license to possess such weapon. Further, it is the duty of the Chief Executive Officer to inform the police of the presence or use of any such weapon or implements used as weapons on school property.
- ***Commit acts which threaten the safety and welfare of persons on school property.***
- Violate any federal or State statute or regulation, local ordinance or school policy.
- Possess, use or distribute alcohol, drugs or drug paraphernalia.
- Harass or coerce any person.

- Refuse or fail to comply with a lawful order or direction of a school official in the performance of his or her duty.
- Distribute or post on school property any written material, pamphlets or posters without the prior approval of the head of school.

Penalties and Enforcement

Penalties for violations of these rules include, but are not limited to:

- the withdrawal of authorization to remain upon school property;
- ejection;
- arrest;
- for students, suspension or other disciplinary action; and
- for school employees, dismissal or other disciplinary action.

Staff members are required to report known violations of these rules to the School Leadership and to make reasonable efforts to stop the prohibited conduct. The School Leadership is responsible for the enforcement of these rules.

Guests & Visitors

Any guest or visitor of students or staff, including family members, must report to the main office to be signed in. Guests and Visitors are expected to comply with all school rules and behavior expectations.

B. Early Detection of Potentially Violent Behaviors

The early detection of students with the potential for violent behavior will be facilitated through professional development offerings provided for the International Leadership Charter High School staff.

Dissemination of early detection information - In accordance with Section 155.17(e)(1)(xiii), all teachers and non-instructional staff members are provided with School Violence Prevention training at the beginning of each school year. Updated training in this area will be provided annually. In addition, teacher aides who supervise students in non-academic areas, such as on playgrounds and in cafeterias, are provided with conflict intervention training. Conflict intervention training for teacher aides will be updated annually. The School Leader ensures all students are provided with training in detecting and managing unwanted behaviors. The topic is introduced to parents at the first parents' meeting in the fall and again through notices during Fire Prevention Week and during the week prior to the spring break.

Before the end of the first week of each academic year, teachers will familiarize themselves with all available information and records about the regular education and/or special education program

placement of every student in their class. Instructional and non-instructional staff that is concerned about the behavior of a student will communicate with the School Leader if the situation so warrants. The School Leader will then communicate appropriate information to other staff members on a need-to-know basis. The staff member will proceed to work with that student on the basis of these consultations and information.

C. Hazard Identification

Hazard identification - In accordance with Section 155.17(e)(1)(i), the Inwood Academy for Leadership Charter School's building has been evaluated for the location of potential hazards, both on and off school grounds. This hazard identification shall be updated at least once a year.

No Sites of Potential Emergency for the areas surrounding the Inwood Academy for Leadership School building have been identified. The Emergency Management Plan, located in the school office also includes the identification of hazardous roadways and intersections in proximity to the school building.

There are no storage facilities for hazardous chemicals adjacent to school facilities that have been identified by the New York State Department of Environmental Conservation.

Section III: Response

Every emergency requires an appropriate response by school officials. Protocols can be found in the Emergency Management Plan (located in the school office), and the Quick Emergency Response Guide (provided to each employee at the beginning of the school year). The Communications Outline will include the notification of the School Leader, local fire, police, and emergency services, as appropriate.

In the event of an emergency situation, the school will work with local government officials to obtain advice and assistance. In an emergency, the School Leader or her designee will contact the highest-ranking local government official within the area in which the emergency situation has occurred. In addition, the school will contact appropriate agencies (i.e., police departments, fire departments, the Red Cross, mental health providers, religious organizations, etc.) to obtain advice and assistance in the event of an emergency.

A. Notification and Activation (Internal and External Communications)

Contacting law enforcement officials - In accordance with Section 155.17(e)(1)(vi), in the event

of an emergency, such as a fire, a choking, a heart attack, a display of a weapon, a shooting or stabbing, or a traffic accident, anyone with access to an outside telephone line first will contact emergency services by dialing 911 and then will notify the School Leader. In the event of an impending emergency, the School Leader will be notified first. The School Leader or his designee then will contact emergency services, if appropriate, by dialing 911. She then will notify local law enforcement officials as the situation warrants. Local law enforcement agencies include the New York City Police at the 34th Precinct (212-927-9711).

The Emergency Response Team also will be notified at the beginning of the incident. The School Leader can refer to the Emergency Management Plan and/or the Quick Emergency Reference Guide for the proper sequence for notification. After the initial response to the emergency, the sequence for official notification for the majority of incidents will be as follows:

- ➢ School Leader
- ➢ Administrators
- ➢ School Security

The School Leader, before leaving the building for any reason will designate an individual administrator or other staff member to act in his place should an emergency occur. School office staff will be informed of the name of the School Leader's designee before she leaves the building.

The school's Emergency Management Plan has been prepared in cooperation with the local authorities, local police agencies, and the New York State Police.

Information regarding severe weather such as, but not limited to, tornadoes, storms, and blizzards, as well as national and other emergencies that can be foretold, will be received in the School Leader's office. A NOAA Weather Radio will be used. A radio with battery backup will also be tuned to the Emergency Broadcast System.

Contacting all educational agencies within the Charter School – Section 157.17(e)(1)(xix). Since the Inwood Academy for Leadership Charter School is a single entity, there are no other educational agencies for it to contact.

Contacting parents – In accordance with Section 155.17(e)(1)(xi), it is the duty of the School Leader or her designee to notify faculty, students, staff, parents, guardians, or persons in parental

relation to students when it is necessary to respond to either internal or external emergency situations. Notification of incidents will be made through the School Leader's office by telephone blast and email. The School Leader or her designee will to notify parents when an incident occurs and again when the situation is stable and under control. For small group notification within the school, a telephone will also be used. The NYC 34^{h} Police Precinct will also be notified by telephone (212) 927-9711.

Communicating with the media—Regardless of the nature of the incident, all inquiries from the media should be referred to the School Leader's office. Staff training in the School Safety Plan will emphasize this aspect of the communications protocol. Such inquiries will be addressed by the School Leader or her designee.

In the event of a critical incident, the School Leader and/or her designee will complete an incident report form in anticipation of contact by members of the media. The incident report will outline the date, time, location, type of incident and the names of the agencies that have been contacted. As time permits, a press release based upon the information contained within the incident report form will be developed and disseminated via fax, telephone, E-mail or in person to members of the media. A list of area media contacts will be developed by the School Leader for this purpose.

Depending upon the nature of the critical incident, the charter school's attorneys will be contacted for on-site consultation, as appropriate. As already outlined in this plan, emergency service providers and local officials will already have been contacted as required.

When representatives of the media arrive at the site of the critical incident, the School Leader or her designee will designate a location and format for meeting with them to provide an incident report and to answer appropriate questions. The location will be determined by the School Leader or her designee and will be dictated by the nature and location of the critical incident. Depending upon the nature of the incident, the media briefing area could be in the School Leader's office, within the school building, outside the school building, at a designated off-site command post, or adjacent to the off-campus incident site.

Closing the school early— If it becomes necessary to close school before the regular closing time, such information will be announced and communicated to parents by administrators using the telephone blast, text and email.

Parents, guardians and persons in parental relation are to complete emergency contact cards at the beginning of each year. One of the parental names listed on the emergency contact sheet for each student will be notified of the early dismissal by telephone blast, text and email by the school staff.

This notification of the early dismissal could include informing a parent or other emergency contact person about busing to a different-than-normal destination for pick up there. Management of the emergency early dismissal process is the responsibility of the School Leader and/or her designee. The School Leader will remain at the school until all students are dismissed.

B. Situational Responses

The appropriate responses to some situations could include the use of the sheltering, lock down, evacuation or "go home" procedures, as outlined in the Emergency Management Plan and/or the Quick Emergency Response Guide. A log of all medical treatments provided to students or staff will be kept by the School Leader or appointed designee. An incident report will be filed by the School Leader or appointed designee immediately after each emergency incident so that response protocols can be reviewed, assessed and modified as needed.

- **Multi-Hazard Response**

Multi-hazard response – In accordance with Section 155.17(e)(1)(xiv) and (xv), the Inwood Academy for Leadership Charter School Safety Plan includes multi-hazard response plans. The plans are divided into five categories to deal with a variety of hazardous situations:

1. **Civil Disturbances**

- ➢ Bomb Threat
- ➢ Hostage
- ➢ Intruder
- ➢ Kidnapped Person

2. **Environmental Problems**

- ➢ Air Pollution
- ➢ Drought
- ➢ Earthquake
- ➢ Flood
- ➢ Oil/Gasoline Spill
- ➢ Radiological Incident

- ➢ Storm – Snow / Ice / Wind / Hurricane
- ➢ Thunderstorm / Lightning Storm
- ➢ Tornado
- ➢ Toxic Material Spill
- ➢ Water Contamination

3. **Fire and Explosion**

- ➢ False Fire Alarm
- ➢ Fire
- ➢ Explosion

4. **Systems Failures**

- ➢ Electrical Failure
- ➢ Energy Loss or Governmentally Imposed Fuel Shortage
- ➢ Heating System Failure (Loss of Heat)
- ➢ Roofing System Failure (Leak)
- ➢ Sewage System Failure
- ➢ Water System Failure
- ➢ Gas Leak Structural Failure

5. **Medical Emergencies**

- ➢ Allergic Reaction
- ➢ Animal Bite
- ➢ Bleeding
- ➢ Blow to the Head
- ➢ Broken Bones
- ➢ Burns
- ➢ Choking
- ➢ Diabetic Shock
- ➢ Drowning
- ➢ Electric Shock
- ➢ Epidemic
- ➢ Epileptic Convulsions
- ➢ Food Poisoning

- ➢ Head Lice
- ➢ Heart Attack

The Emergency Management Plan development was guided by four principles: (1) holding action designed to contain the situation, (2) keeping children and staff isolated from the situation, (3) communication with the proper authorities; and finally, (4) restoring normal activities.

Responses to Civil Disturbances

An emergency caused by a civil disturbance requires an appropriate response by school officials. The guiding principles for responding to a civil disturbance are: holding action to contain the situation; keeping children away from the situation; communicating with the proper authorities; and finally, restoring normal activities. If it becomes necessary to respond to civil disturbances, the School Leader may rely on one of the following responses: shelter, lock down, evacuation, or early dismissal.

The following specific situations are covered in this section:

- ➢ Bomb Threat
- ➢ Hostage
- ➢ Public Protest
- ➢ Intruder
- ➢ Kidnapped Person

For any of these civil disturbances, the NYC Police, 34th Precinct is notified and is in charge of the situation as long as it exists. Officers will arrive at the school, search it, interview the School Leader and other key personnel to identify any strange or out of the ordinary incidents or interaction within the previous 24 hours, which might have a bearing on the threat. The police will determine the appropriate action and it will be taken. The School Leader maintains a secret line of communication to the NYC Police at the 34th Precinct.

Responses to Environmental Problems

An emergency caused by a naturally occurring or man-made environmental problem requires an appropriate response by school officials. The following specific situations or occurrences are addressed in this section:

- ➢ Air Pollution
- ➢ Drought

- ➢ Earthquake
- ➢ Flood
- ➢ Oil/Gasoline Spill
- ➢ Radiological Incident
- ➢ Storm – Snow / Ice / Wind / Hurricane
- ➢ Thunderstorm / Lightning Storm
- ➢ Tornado
- ➢ Toxic Material Spill
- ➢ Water Contamination

The guiding principles for response to an environmental emergency are protection of life first, then the preservation of property, and restoration of normal activities. The fire department, local police, State Emergency Management Office, Federal Emergency Management Office and/or environmental specialists will communicate, evaluate, and make the necessary arrangements with the School Leader or his designee for control, clean up, remediation, and disposal of any materials, if needed. The appropriate responses for this section could include the use of sheltering, lock down, evacuation or go home protocols.

Responses to Fire and Explosion

A fire or explosion in a building, or even a false alarm, will interrupt and disrupt school building activities. The effects may be minor, as in the case of a false alarm, but could be significant, as in the case of a fire or explosion. Emergency guidelines, ranging from minor to major occurrences, are included in this section:

- ➢ False Fire Alarm
- ➢ Fire
- ➢ Explosion

In each case, the guiding principles for emergency planning are protection of life first, then preservation of property, including restoration of normal activities. If it becomes necessary to respond to fire and/or explosion, the School Leader may rely on one of the following responses: shelter, lock down, evacuation or go home.

Responses to Systems Failure

The failure of a building's structural or mechanical system will interrupt and disrupt normal building activities. A failure or malfunction may be minor, temporary in nature, and readily or easily corrected, or may be major, create emergency conditions, and involve extensive or extended corrective work. Emergency guidelines, ranging from minor to major occurrences, are included

in this section for the following facility failures:

- ➢ Electrical Failure
- ➢ Energy Loss or Governmentally Imposed Fuel Shortage
- ➢ Heating System Failure (Loss of Heat)
- ➢ Roofing System Failure (Leak)
- ➢ Sewage System Failure
- ➢ Water System Failure
- ➢ Gas Leak
- ➢ Structural Failure

The guiding principles for emergency planning are the protection of life first, then the preservation of property, and restoration of normal activities. If it becomes necessary to respond to a systems failure, the School Leader may rely on one of the following responses: shelter, lock down, evacuation or go home.

Responses to Medical Emergency

A medical emergency is the result of a minor or major illness or injury to an individual(s) and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Emergency guidelines are included in this section for the following:

- ➢ Allergic Reaction
- ➢ Animal Bite
- ➢ Bleeding
- ➢ Blow to the Head
- ➢ Broken Bones
- ➢ Burns
- ➢ Choking
- ➢ Diabetic Shock
- ➢ Drowning
- ➢ Electric Shock
- ➢ Epidemic
- ➢ Epileptic Convulsions
- ➢ Food Poisoning
- ➢ Head Lice
- ➢ Heart Attack

- ➢ Respiratory Arrest
- ➢ School Bus Accident and/or Fire
- ➢ Shock
- ➢ Chemical/Toxic Exposure

The guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is the treatment that will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of a parent or legal guardian. An effective medical emergency program should be based on medically and educationally sound procedures. Some of the components of such a program are:

1. Signed instructions regarding emergencies from parents, and /or legal guardians should be available, including name and date of birth of the child; name, address and telephone number where one or both parents may be reached at home and at work; name, address, and telephone number of another person who has agreed to care for the child if the parent or guardian cannot be reached; name, address, and telephone number of the family physician (or Christian Science Practitioner), a list of medical problems, allergies, and daily medication needs, and any special condition which should require special handling. This information is requested of parents on the student emergency card.

2. The School Leader will ensure that all school personnel and students are informed of the location of the school nurse. The telephone numbers of specific emergency services and individuals will be posted conspicuously near each telephone. These may include school physician, fire department, police, hospital, ambulance, poison control center, etc.

3. A list will be maintained by the School Leader of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, allergy to bee stings, etc.

4. Written instructions in first aid procedures will be available to all school personnel. Each teacher should have a copy in his or her room for reference. Copies will be posted in the health office, food services area, maintenance department and school office.

If it becomes necessary to respond to a medical emergency, the School Leader may rely on one of the following responses: shelter, lock down, evacuation or go home.

Responses to Implied or Direct Threats of Violence

Implied or Direct Threats - ***In accordance with Section 155.17(e)(1)(iii), the Inwood Academy for Leadership Charter School Safety Plan includes policies and procedures for responding to implied or direct threats of violence by students, parents, teachers, other school personnel and visitors to the school.*** The Inwood Academy for Leadership School expects a high standard of behavior from its students, faculty and staff as well as from visitors to the school facility and grounds. The school will enforce the Inwood Academy for Leadership Charter School Code of Conduct, which governs the behavior of all persons, whether or not their presence is authorized, upon any premises or property under the control of the school and used in its teaching, administration, and cultural, recreational, athletic and/or other programs and activities. A copy of the Code of Conduct is available in the school office.

In the event of an implied or direct threat of violence, the following protocol will be implemented:

1. The threat will be reported to the School Leader or her designee, either directly or through a member of the school staff. The School Leader or his designee will immediately investigate the report of an implied or direct threat. Such investigation will involve interviewing witnesses to the threat, including students and/or staff, as appropriate to the nature of the threat.

2. The School Leader will use the information collected during the initial investigation to make a determination as to the threat's degree of severity. Input from school-based mental health professionals, as well as the prior behavior of the individual implying or issuing the threat, will be considered in making this determination.

3. If the threat's degree of severity is determined to be minor, the individual implying or issuing the threat will be provided with a warning. If the individual is a student, his or her parent or guardian will be contacted by the School Leader or her designee and the School Leader or his designee will document the incident in a letter to the parent or guardian. If the individual making the threat, implied otherwise, is a parent or guardian and does not comply with a verbal warning given, a letter will be issued to the parent or guardian. If the threat involves a threat and/or intimidating behavior the school's security is authorized to contact the local precinct and file a report for harassment against said individual. The school's leadership is authorized to prohibit this individual from the school's property to ensure the safety of students and staff.

3. ***If the threat's degree of severity is determined to be major, the local law enforcement agency will be notified and asked for their assistance in completing the investigation and addressing the implied or direct threat. The student will be suspended from***

school for a period of time consistent with the school's Code of Conduct. Parent contact and written documentation will be implemented as for a minor threat.

Any emergency caused by an action of an individual or individuals requires an appropriate response by school officials. Protocols can be found in the Emergency Management Plan, and the Quick Emergency Response Guide. The Communications Outline will also include the notification of the School Leader, and local fire, police and emergency services, as appropriate.

Responses to Acts of Violence

Response to acts of violence - In accordance with Section 155.17(e)(1)(iv), the Inwood Academy for Leadership Charter School has developed the following protocol. In the event of an act of violence, the following four-step sequence will be implemented:

Step 1 - The act of violence will be reported immediately to the School Leader or her designee.

Step 2 - The School Leader or her designee will respond immediately to the act of violence, depending upon the nature of the violent act, in a manner that attempts to ensure the safety of all students and adults in the building. Based upon the available information, this may include reporting to the location of the violent act and addressing the violent act, implementing efforts to isolate the individual if possible and as appropriate. It may also involve initiating the procedures for a building lockdown or "shelter in place" procedure and contacting area police agencies to request their assistance.

Step 3 - Once the area has been secured either by school or police personnel, depending upon the violent incident, the police personnel and/or the School Leader or her designee will immediately investigate the act of violence. For the School Leader or her designee, such investigation will involve interviewing witnesses to the act of violence, including students and/or staff, as appropriate to the nature of the violent incident.

Step 4 - If the individuals involved are students, their parents or guardians will be contacted by the School Leader or her designee, who will document the incident in a letter to the parent or guardian. The student(s) will be suspended from school for a period of time consistent with the school's Code of Conduct. In consultation with area police agencies, legal action against the individual(s) committing the act of violence may be pursued, depending upon the nature of the incident.

Step 5 - If the person involved is a parent or guardian, the 34th Precinct will be contacted and appropriate measures will be taken to ensure the safety of students and staff.

- **Response Protocols**

Response protocols - In accordance Section 155.17(e)(1)(xvi), the Inwood Academy for Leadership Charter School has established protocols for responses to emergencies and will refer to the use of Incident Commander System (ICS) procedures in response to acts of violence. The role of the Incident Commander is key and will be recognized in determining appropriate actions. General procedures could include:

- ➢ Determination of the level of threat
- ➢ Monitoring of the situation; adjustment of response with the initiation of early dismissal, sheltering or evacuation – as necessary.
- ➢ Contacting personnel at the NYC 34th Police Precinct.

In the event of an emergency telephone call such as:

- ➢ Bomb Threat
- ➢ Fire emergency
- ➢ Hostage Situation
- ➢ Intruder
- ➢ Protest
- ➢ Kidnapping

or other emergency received at the school, the individual providing the coverage at the desk or receiving the telephone call is to immediately contact the administrator in charge. Calls to the remainder of the chain of command should then commence:

- ➢ School Leader
- ➢ Executive Assistant
- ➢ Office Managers

- **Emergency Agencies & Services Available in Manhattan**

Arrangements for obtaining assistance – In accordance with Section 155.17(e)(1)(vii), it has been determined that for **ALL EMERGENCIES**, dial **911**. This includes police, fire and ambulance. The School Leader or his designee will be the individual responsible for initiating contact.

Advice and assistance – In accordance with Section 155(e)(1)(viii), the School Leader will begin by contacting personnel at the NYC 34th Police Precinct. The School Leader will also contact other available resource persons as needed by reached by Emergency Numbers, which are:

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

School resources for use in an emergency – In accordance with Section 155.17(e)(1)(ix), the Inwood Academy for Leadership Charter School can use other resources in an emergency. Those resources include:

- Middle School can go to the High School location
- High School can go to the Middle School location

Procedures to coordinate resource use - In accordance with Section 155.17(e)(1)(x) Inwood Academy for Leadership Charter School will provide a listing of all resources available to the school. This listing is located within the Emergency Management Plan. This includes the emergency equipment available such as batteries, food supplies, water, fire extinguishers, etc.

In the event of an emergency, phone numbers are listed for the School Leader. In addition, in the event of an emergency, School Leader has been authorized to afford the maximum protection that is reasonably attainable for all students, staff, and facilities. This includes the development and implementation of an emergency plan for the protection of all students, faculty and all buildings

and grounds and the physical assets of the school.

During certain conditions, the nature of the emergency may demand that classes be dismissed or cancelled. The nature of some events may include that students and staff be evacuated from the building. In such a case, students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit. Students and staff will then walk and be housed temporarily to IALCS other location depending on the building were the emergency is occurring.

The following is the procedure to be implemented:

1. The School Leader or her designee will make the decision to evacuate.

2. The School Leader or her designee will notify the local police and fire departments, if and as appropriate.

3. The School Leader will notify the appropriate official(s) at the off-campus alternative site(s).

4. Teachers will assemble students at the designated assembly site outside the evacuated school building.

5. Teachers/staff will be dispatched to the alternative site(s) to prepare receiving areas.

6. Teachers will walk students to the designated alternative site, take attendance, and report attendance to the School Leader and her designee.

7. The School Leader will notify the media and post the information on the Internet to inform the parents of the evacuation and the site location for student pickup.

School Cancellation / Early Dismissal Plan

Response plans for school cancellation, dismissal, evacuation and sheltering – In accordance with Section 155.17 (e)(1)(ii), Inwood Academy for Leadership Charter School has established responses for emergencies, including the cancellation of classes, early dismissal, evacuation, and sheltering.

1. Cancellation of Classes / Notification of "No School"

If severe blizzard, heavy snow storm, ice conditions or flooding occur during the night which make driving hazardous, and such conditions are known by 5 AM, a "No School" announcement will be made. Responsibility for this decision and notification shall be the School Leader and/or designee. The School Leader or her designee will call teachers to notify them of the cancellation. Teachers, in turn, call the parents of the children in their classes. Send broadcast message via Teleparent / blackboard.

2. Dismissal During School Day

If, during the school day, weather or another situation threatens and/or develops that would jeopardize the health and safety of the school children, the school may be closed earlier than the usual dismissal time. In that event, the parents and the bus company will be notified. Either parents or buses will transport the children to their after-school destinations in the usual afternoon dismissal order. Parents will be notified to expect their children to arrive home before the regular arrival time. Send broadcast message via Teleparent / blackboard.

3. Evacuation Procedures / Sheltering Sites (internal and external)

In the case of a tornado or national emergency, or other type of emergency requiring persons to stay in the building, the School Leader shall initiate the necessary actions upon notification that the school is threatened. Students, faculty, and other employees at the school will go immediately to their previously assigned designated stations. During certain conditions, the nature of the emergency may demand that students and staff be evacuated from the facility. In such a case, the students and staff will follow the posted emergency routes and exit signs directing all to the closest designated emergency exit. Students and staff will be moved to and housed in an alternate location listed below:

EVACUATION SITE	SHELTERING (PRIMARY/ALTERNATE)
IALCS Elementary - 71 Arden Street	IALCS Middle School - 433 West 204
IALCS Middle School – 433 West 204	IALCS High School – 3896 10th Avenue
IALCS High School – 3896 10th Avenue	IALCS Middle School – 433 West 204

In certain circumstances, evacuation may mean only going outside, away from the building and waiting for danger to pass. The following is the procedure that will be followed:

1. The School Leader or her designee will make the decision to evacuate.

2. The School Leader or her designee will notify the local police and fire departments and the Emergency Response Team, if and as appropriate.

3. The School Leader will then order the evacuation evacuate the building.

4. Teachers will walk all students to the designated sheltered area.

5. Each member of the faculty shall take his or her attendance register.

6. Students will line up in an orderly fashion and attendance will be taken.

7. School personnel will be dispatched to the alternate site to prepare receiving areas.

The School Leader will notify the parents of the evacuation, of the site location for student transportation or pick up, and of the timetable for dismissal. Upon arrival at the alternate site, students will be directed to a specific location. Each teacher will take attendance and forward the record to the School Leader or her designee. If conditions permit, the children will be returned to the school for a normal dismissal.

- **Dismissal from the Alternate Site**

If parents arrive to pick up their children, they will give the name and grade of their child to the staff member assigned to monitor the entrance of the alternate site location and then be directed to the correct area for pick up. If the crisis persists past 2 P.M., children will wait for the normal dismissal schedule in order to leave the alternate site location.

At the alternate site location the School Leader or her designee will inspect the school to ensure all children have evacuated. Upon final building inspection, school personnel will be released by the School Leader or her designee on a need basis.

Section IV: Recovery

Responses for different types of crisis have been planned in advance and reviewed, updated, and practiced periodically. The chaos and panic created by certain situations cannot be effectively handled without a pre-established specific plan of action.

The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. Inwood Academy for Leadership Charter School administration will provide the necessary resources to ensure a transition back to normal operations that is as problem free as possible following an emergency or violent incident.

A. Charter School Support for Buildings

Support for the building – Inwood Academy for Leadership Charter School will support the Emergency Response Team in emergencies or disasters by providing financial and logistical assistance. The school will also aid the team by interfacing with relevant regulatory agencies and the media.

B. Disaster Mental Health Services

Disaster Mental Health Services - Following a serious act of violence or other disaster in the school, employees, counselors, students, police and other emergency respondents, witnesses, and the family/families of these individuals often suffer from stress-related ailments such as insomnia, depression, anger, headaches and ulcers. These conditions translate into higher rates of absenteeism and turnover, as well as reduced academic and/or job performance. Much of this suffering and loss can be reduced if the affected individuals receive debriefings from experienced counselors 24 to 72 hours after the occurrence of a traumatic incident.

Inwood Academy for Leadership Charter School, under the direction of the School Leader, will facilitate the coordination of post-disaster mental health resources by interfacing with the State

Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.

At all times the school must maintain close cooperation with investigating authorities to facilitate completing investigations and minimizing complications.