



Challenge Preparatory Charter School

District-Wide Safety Plan 2023-24

Adopted by School Safety Team on August 2023

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SECTION I. GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Introduction and Purpose

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. All schools are at risk from a variety of acts of violence and natural and technological disasters. In 2001, the State of New York enacted the Safe Schools Against Violence in Education Law (Project SAVE), requiring districts to undertake comprehensive planning efforts to address risk reduction/prevention, response, and recovery with respect to a variety of emergencies in school districts and schools.

Challenge Preparatory Charter School (the "School") has adopted this School Safety and Emergency Response Plan (the "Safety Plan") pursuant to Commissioner's Regulation 155.17 issued under Project SAVE. As the School is a charter school and therefore is its own school district, the Safety Plan fulfills the requirements of a district-level Emergency Response Plan.

B. Plan Review and Public Comment

Pursuant to the Commissioner's Regulation, Section 155.17 (e) (3), a summary of this plan will be made available for public comment at least 30 days prior to its implementation. This safety plan may be approved by the Board of Trustees of the School only after at least one public hearing that provides for the participation of school personnel, parents, and any other interested parties. The plan must be formally adopted by the Department of Education.

The specifics of the emergency response plans contained in this Safety Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of this Safety Plan will be supplied to both local and State police within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the Safety Team, which can be found on pages 3-4. The required annual review of this Safety Plan will be completed on or before school opens each year after its adoption by the Board of Trustees.

C. Concept of Operations

The methodology used to develop this revised Safety Plan included the involvement of key constituencies of the School community, including the Board of Trustees of the School, administrators, teachers, and parents, each of which are represented on the Safety Team.

In the event of any emergency or violent incident at the School, the initial response will be by the Building Response Team (BRT). BRT Members will be trained as required by the NYC DOE Emergency Preparedness Guidelines. All members of the Building Response Team (BRT) will carry a school walkie-talkie to ensure adequate communication is available at all times.

In the event of an emergency or violent incident, local emergency officials will be notified. The School’s efforts may be supplemented with county and state resources through existing protocols.

D. Designation of the Emergency Response Teams (ERT)

The Emergency Response Teams are comprised of the following teams and personnel:

School Safety Team

This school safety team consists of the CEO, Chief of Staff, Director of Operations, Director of Communications, Senior Directors, Director of Pupil Personnel Services, Principals, and School Security Manager. The role of this team is to adopt all school safety policies and procedures.

<i>Name</i>	<i>Position</i>
Rev. Dr. Les Mullings	Founder and CEO
Shanique McFarlane	Chief of Staff
Janisa Vaughn	Director of Operations
Kimberly Messer	Director of Communications
Kentia Coreus - K-5	K-5 Senior Director of Teaching and Learning

Mavgar Mondesir-Gordon	6-12 Senior Director of Teaching and Learning and 9-12 Principal
Nicole Griffin	Principal, Elementary School
Gasner Vil	Principal, Middle School
Donna Webster	Director of Finance
Dale Richardson	Director of Technology
Tameka Richards	Director of Pupil Personnel
Jason Brown	School Security Manager

Building Response Teams (BRTs)

These building teams consist of the Assistant Principals, Associate Director of Operations, Operations Managers, Deans of Culture, Data Specialist , the School Nurse, and anyone that is CPR certified. The role of these teams is to lead the initial response to any emergency situation that may occur within the building.

Network Offices - 1526 Central Avenue	
<i>Name</i>	<i>Position</i>
Shanique McFarlane	Chief of Staff
Vicky Rosario	Student Enrollment and Recruitment Coordinator
Kareen Bruce	Staff Accountant
Tereasa Camporeale	Special Projects Coordinator of Teaching and Learning K-5

Elementary #1 - 1279 Redfern Avenue	
<i>Name</i>	<i>Position</i>
Humma Qureshi	Assistant Principal
Elizabeth Ofori	Data Specialist Grades K - 5
Devaney Brown	K-5 Operations Manager (AED/CPR Certified)
Cherry Wiggins	K-5 Family Engagement Coordinator
Syvine Grant-Brown	Instructional Coach
Nicholas Meggie	Technology Coordinator
School Nurse	School Nurse

Elementary #2 - 710 Hartman Lane	
<i>Name</i>	<i>Position</i>
Carolyn Thomas	Assistant Principal
Jaqueline Wardbrew	Assistant Principal (AED/CPR Certified)
Carlene Marquez-James	Administrative Assistant
Dorveeda Anderson	Operations Associate
Bayo Fagbamilia	Dean of Culture
School Nurse	School Nurse

1520 Central Avenue - Middle School

<i>Name</i>	<i>Position</i>
Dr. Sheila Lyle	Assistant Principal
Renee Johnson	Operations Manager (AED/CPR Certified)
Marquis Smith	Principals Administrative Assistant
Jason Russell	Dean of Culture (AED/CPR Certified)
Danielle Colon	Family Engagement Coordinator
School Nurse	School Nurse

1520 Central Avenue - High School

Melissa Canzoneri	Assistant Principal
Lisa Luton	Associate Director of Operations
Annella Samuels	Data & Information Systems Specialist (AED/CPR Certified)
Michelle Tomlin	Principals Administrative Assistant (AED/CPR Certified)
Shanice Laing	Dean of Culture
Kevaun Thomas	Dean of Culture (AED/CPR Certified)
School Nurse	School Nurse

Post-Incident Response Team

This school-wide team consists of all Assistant Principals, Director of Pupil Personnel Services, School Nurses, Managers of Operations Managers, Deans of Culture, School Counselors, and School Social Workers. In addition, a listing of all certified First-Aid-trained personnel will be posted in the Main Office of each building. The role of this team is to provide post-incident psychological and medical aftercare if necessary.

Post-Incident Response Team - Elementary	
<i>Name</i>	<i>Position</i>
Jaqueline Wardbrew	Assistant Principal (CPR Certified)
Tasfia Alam	School Counselor
Melissa Harris	Social Worker

Post-Incident Response Team - Middle School	
<i>Name</i>	<i>Position</i>
Dr. Sheila Lyle	Assistant Principal
Mia Davy	School Counselor
Kareen Armstrong	School Counselor

Post-Incident Response Team - High School	
<i>Name</i>	<i>Position</i>

Melissa Canzoneri	Assistant Principal
Latrice Ishmael	School Counselor
Meredith Gutierrez	School Counselor
Luis Robles	Social Worker (AED/CPR Certified)

SECTION II. RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention and Intervention Strategies

School Personnel Training

The School Safety Team will design and implement training for these various teams on safety procedures including procedures for the (1) removal of disruptive scholars, (2) crisis response, mediation, conflict resolution and other de-escalation techniques, and (3) protocols for responding to fire, bomb threats, armed and unarmed intruders and other emergency situations.

Coordination with Emergency Officials

The Safety Team includes the Director of Operations who will be responsible for facilitating the annual review of the Safety Plan and conducting drills and exercises to test the Safety Plan. These tests may include tabletop exercises which will be coordinated with local and county emergency responders and preparedness officials. The Building Response Team (BRT) will be critical in the coordination of these exercises.

Annual Multi-Hazard Training for Staff and Scholars

The law requires annual multi-hazard training for scholars and staff. The intent of this training is to make building residents aware of the specific response procedures in their buildings. All school staff will be familiarized with the basic concepts of each emergency response based on a specific incident. This type of training can be most successfully accomplished by members of the Safety Team who would be most familiar with the procedures they have established. The Safety Team will train individual classroom teachers to relate this information to their classes. Staff training will be incorporated into regular staff meetings.

Program Initiatives and Early Detection of Potentially Violent Behaviors

Project SAVE emphasizes the importance of prevention strategies such as non-violent conflict resolution training programs, peer mediation programs, and extended day and other school safety programs. At the School, pro-active prevention means creating a “community of caring”, offering every opportunity for all scholars to be actively and successfully engaged in academics and extracurricular activities, and to be connected to the school community through significant, healthy relationships with caring adults. The School implements all elements of Restorative Justice, including clear behavioral expectations and consistently enforced, logical consequences, and establishing a school climate based on responsibility and respect for oneself and others. Additionally, the School will consider implementing one or more of the following programs: violence prevention programs that address the components of empathy, impulse control, and anger management skills, and offer corrective supportive intervention strategies.

The following is a list of prevention strategies that the school may use:

- Strong emphasis on zero tolerance for harassment and violence
- Support groups facilitated by school counselor
- Conflict resolution strategies
- House Systems in grades 6-12
- Town Halls
- Mentoring (pairing of differently-aged scholars)
- Parent/Scholar/Staff surveys
- Child Study Teams
- Advisory. Lessons on peer intervention taught by teachers, school counselors, and social workers.
- Current events units in classrooms – analyzing violence on TV and in other media sources
- H.E.A.L. lessons focused on healthy habits and positive life choices.

The School employs the Culture team which includes the Dean of Culture, Social Workers, School Counselors, and the Family Engagement Coordinator. The Culture team increases parent participation in the academic advancement and social development of their children. The Culture team plans, coordinates, and runs parent workshops on a variety of topics that help parents help themselves and their children. The Culture team is the school's

primary outreach to the community helping families to access services and programs.

The works of the Leaders of School Culture both proactively and consequently with scholars who are having trouble with appropriate behavior. The Dean of Culture's role is to work with scholars who are having behavioral difficulty, or the potential to have difficulty, to teach them alternative methods.

B. Hazard Identification

Project Save requires the School to identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population. The Team has identified the following as potential hazard areas or existing condition (s):

- 1279 Redfern Avenue (Potential flooding in the basement level.)
- 710 Hartman Lane (This is a high-volume traffic intersection.)
- 1520 Central Avenue Highly vehicle-transited area (This is a high-volume traffic intersection.)
- 1526 Central Avenue, Far Rockaway, NY 11691 (This is a high-volume traffic intersection.)

SECTION III. SCHOOL SECURITY

A. Visitor Control Procedures

The CEO and Principals of Challenge Preparatory Charter School or their designees have the responsibility and authority to regulate the admission of visitors and oversee their conduct while in the School. The CEO, Directors, Principals, and School Security Manager also have the authority to grant or deny a visitor's request to enter the School. Such decisions should be reasonable and consistent with the needs of the School, its safety, and the right of the public to visit the School.

The School has established the following procedures in order to establish a uniform visitor control standard. These procedures will ensure minimum standards to control visitors at the School. The security guard will check IDs prior to visitors entering the building. The Safety Team may establish additional procedures beyond those described below.

Visitors are required to be cleared through the school security guard in order to be allowed access to the building; this includes vendors. Additionally, all visitors must wear the visitor-printed badge for the duration of their visit to the school.

There is one designated main entrance at each of our buildings. At that entrance, the door will be locked at all times and any visitors will need to ring the outer and vestibule doorbell to request entry. A member of the security team will have to identify the visitor on the camera or through the window and buzz them in and direct them to the main office, which is located directly inside the front of the main entrance. Signs are posted at the main entrance informing visitors that they must stop at the desk to sign in and show photo identification. The signs will inform visitors that failing to follow these guidelines will result in their removal from the building.

A visitor entering the building will be required to provide (1) item of valid photo identification (e.g. Driver's License) and sign in with the security guard. The staff member on duty in the main office will record the date, time, name, and destination of the visitor, via the security guard and provide the visitor with a visitor's pass. The visitor must wear the visitor's badge at all times and return it to the main office before leaving the building. The security guard maintains all visitor information in its records-keeping binder. The main office staff will ensure that visitors sign out and exit the building.

Visitors who violate procedures regarding visits to the school, whose conduct jeopardizes the safety of scholars and staff, or interferes with programs in the school, or endangers property are subject to immediate removal from the school by order of the CEO, Principal(s), or his/her designee and possible arrest. Additionally, said visitor may be banned from entering the school on future occasions and for the duration decided by the school.

It is incumbent upon staff to be aware of visitors who do not have an appropriate pass for a designated area or have no visitor's pass at all. Where feasible, staff should approach such a person and request that they return to the Main Office. Staff should then notify the Principal and the Main Office of the situation.

A. Assignment of Responsibilities

Building Response Team (BRT) Leaders

In the event of an emergency occurring in one of our school sites, the Principal is the individual who is overall in charge. However, the BRT Leader will be the Manager of Operations or in the absence of the MOO, the next person on the Chain of Command (see below) will serve as the BRT Leader. In the event of a crisis, the BRT Leader has responsibility for decision-making and coordination of the emergency response.

The BRT Leaders may be replaced by a member of a local emergency response agency. After relinquishing command, the Principal, or next person in the Chain of

Command, may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency

The following is the Chain of Command for the BRT:

Position	Name	Title
BRT Leader Elementary	Carolyn Thomas	K-5 Assistant Principal
BRT Leader Elementary	Jacqueline Wardbrew	K-5 Assistant Principal
BRT Leader Elementary	Humma Qureshi	K-5 Assistant Principal
BRT Leader Middle School	Dr. Sheila Lyle	6-8 Assistant Principal
BRT Leader High School	Melissa Canzoneri	9-12 Assistant Principal

NOTE: As a minimum, the BRT Leaders will ensure that Command Post Activation Guidelines are followed, as outlined in Appendix F.

B. Access to Floor Plans

The importance of easy access to school building floor plans, evacuation routes, school grounds, road maps, and the immediate surrounding cannot be overemphasized. The ability of emergency services to obtain this information quickly and efficiently will have a major impact on the success of any response effort. Accordingly, detailed floor plans of the School facility are readily available in the Managers of Operations office.

C. Notification and Activation

Any incident warranting Crisis or Emergency communication with families will be coordinated with the Director of Communications and the CEO and/or CEO Chief of Staff. The BRT Leader or designee will follow these steps:

CRISIS COMMUNICATION FLOW

Step 1: Contact BRT and/or 911 - Emergency Responders

Step 2: Inform Crisis Communications Team via ParentSquare Alert



Our Crisis Communications Team includes:

- CEO/Founder with CEO Chief of Staff
- Director of Communications
- Director of Operations
- Security Manager

Other Leaders/Staff:

- Senior Directors
- Director of Pupil Personnel Services
- Principals/APs (as designated)
- Family Engagement Coordinators

Internal Communication with Staff and Other Departments within the School

Internal communication may be done through ParentSquare alerts, walkie-talkies, telephones, and/or the use of runners as selected by the BRT Leader. Care will be taken to communicate known facts and pertinent information only.

External Communication

External communication with outside agencies and other schools may be done through landline telephones, cell phones, and/or the use of runners as selected by the BRT Leader. Care will be taken to communicate known facts and pertinent information only.

Communication with Law Enforcement Officials

Communication with local law enforcement officials in the event of an emergency shall be by dialing 911 on a landline telephone or cell phone. After the initial call, only the designated BRT Leader or Director of Operations will communicate with the officials.

Communication with Parents

In case of an emergency requiring a lockdown or evacuation, parents will be notified by way of ParentSquare Urgent Alert by either the Director of Communications the Director of Operations, or one of their designees. Families will be given instructions on where to meet a school representative and/or reunite with their scholar(s). Parents should NOT go to the school site(s) or alternate reunion site(s) until instructed to do so as the school staff works with local authorities to determine safety in the immediate area.

As available, information will also be posted on the school website and if appropriate, social media channels. For a large-scale crisis event, a special page on the website will be activated to keep families informed.

In the event of an emergency or violent incident requiring early dismissal, the school staff will use ParentSquare to contact families. Written notification as approved by the CEO & Director of Communications will be provided to the main office staff. Family Engagement Coordinators will distribute emergency contact information to all classroom teachers as needed. If the Family Engagement Coordinator is absent, the school Operations Associate will distribute the written notification and/or emergency contact information. Teachers will call all parents of scholars on their roster with the help of non-classroom school staff. These blue emergency contact binders are kept in the School's Main Office. Emergency contact information can also be accessed through PowerSchool.

Scholars at Challenge Preparatory Charter School are not permitted to have cell phones during school hours. Therefore, parents should know that scholars will not communicate with them during a school-wide emergency.

Communication with the Community

The CEO, and/or his designee, or the Director of Communications will be the only official spokespersons who communicate with the media during an emergency situation. Only they will be responsible for emergency notification of the media on behalf of the School to the wider community. The Principal or BRT Leader will respond to inquiries from parents and guardians during an emergency. In a situation where the Assistant Principal is not available, the BRT Leader will be the Operations Manager.

D. Resources Available for Use in an Emergency

Communication Resources

In the event of an emergency, the following are available as modes of communication within the building and outside of it: cell phones, email/computers, 2-way radios, ParentSquare Alerts, the school website (via the top Announcement Bar), and social media pages (if appropriate). Each classroom has a computer.

Attendance for students and staff to include contact information is available in each site's Main Office and is updated with daily attendance counts.

Equipment

In the event of an emergency, the nurse's office houses basic first aid supplies as do each of the classrooms. An AED (Automatic External Defibrillator) is available in the entrance hallway located near the main office and on the 3rd-floor hallway next to the elevator. An Epi-pen is also available in the nurse's station.

<u>1279 Redfern Avenue</u> Equipment /Location
Fire Extinguishers locations- Lower Level 1. Outside Elevator 2. Sprinkler Room 3. Exit C 4. Hallway Outside Room 103 5. Hallway Outside Room 104 Fire Extinguishers locations- Main Floor 1. Elevator Room 2. Main Entrance 3. Kitchen 4. Exit B 5. Hallway Outside 203 1 AED (Main Entrance)

<u>710 Hartman Lane</u> Equipment /Location
Fire Extinguishers locations

1. Exit D (Lunchroom)
2. Main Office
3. Gym Emergency Exit
4. Stairwell A (2nd Floor)

2 AED (Hallways Outside Room 110 & 203)

1520 Central Avenue-Rear

Equipment /Location

Cellar-Lower Level-1 Extinguisher
 1st Floor- 2 extinguishers/ near stairwell C & D
 2nd Floor-2 extinguishers near stairwell C & D
 3rd Floor-2 extinguishers near stairwell C & D
 4th Floor-2 extinguishers near stairwell C & D
 1 AED Machine for 1520 as a whole

1520 Central Avenue-Rear

Equipment /Location

Cellar-Lower Level-1 Extinguisher
 1st Floor- 2 extinguishers/ near stairwell C & D
 2nd Floor-2 extinguishers near stairwell C & D
 3rd Floor-2 extinguishers near stairwell C & D
 4th Floor-2 extinguishers near stairwell C & D
 1 AED Machine for 1520 as a whole

1520 Central Avenue-Front

Equipment /Location

Cellar-Lower Level-1 Extinguisher
 1st Floor- 2 extinguishers/ near stairwell C & D
 2nd Floor-2 extinguishers near stairwell C & D
 3rd Floor-2 extinguishers near stairwell C & D
 4th Floor-2 extinguishers near stairwell C & D
 1 AED Machine for 1520 as a whole

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<p><u>1526 Central Avenue-Network Offices</u> Equipment /Location</p>
<p>1 AED Machine on the first floor outside the Enrollment Office 1st Floor 2 extinguishers near exit sign and near stairwell A 2nd Floor 2 extinguishers near exit sign and near stairwell A 3rd Floor 2 extinguishers near exit sign and near stairwell A</p>

Blueprints of the building are also available for use in case of an emergency. Detailed blueprints are housed in the Managers of Operations files in the main office.

Sprinklers are located throughout the building in the event of a fire emergency. Fire extinguishers are located on each floor near the stairwells.

SECTION V. GENERAL RESPONSE PROTOCOLS (GRPs) FOR DISASTERS AND EMERGENCIES

The key to handling a crisis, disaster or emergency, is to have plans and protocols in place that are regularly practiced by administrators, staff, and scholars.

This outlines protocols that will serve as a guide for administrators and staff to use to increase the level of calm during an emergency. The listed protocols reflect examples of events that can or may occur in schools. They are not meant to serve as an exhaustive list of the full range of events that the School might experience.

It has been proven, however, that many of the steps that are to be taken during the listed crisis/emergencies are transferable and can be used during most emergencies to quickly bring calm to school staff and scholars prior to the arrival of emergency first responders. Based on the emergency, we may evacuate the School, in which case scholars and staff should be removed to a location a distance away. Or in the case of a threat to the environment outside of the school, i.e. a building collapse, water main break, or a gas leak/explosion, we may keep our scholars and staff in School to avoid the outside dangers.

In every disaster situation, the BRT Leader will immediately take steps to assess the situation, call 911, notify the Crisis Communications Team, and activate the Building Response Team (BRT). The BRT Leader will contact the New York City Police Department (NYPD) and/or the New York City Fire Department (FDNY) as soon as

practical. Through our recent collaborations with these agencies and the Mayor's Office of Emergency Management (OEM), we have developed protocols that will ensure that emergency responders from one, if not all of these agencies will be on-site minutes after a disaster.

New York City Department of Education

Emergency Information Center	(718) 935-3210
Office of Special Investigations	(212)374-5900
Office of Pupil Transportation	(718) 392-8855
Division of School Facilities	(718) 349-5799

New York City Police Department – School Safety Division

Command Control / Operations Center (24-hour Hotline)	(718) 730-8800
Commanding Officer –Captain Timothy P. Schultz	(718) 868-3400
Queens Borough Commanding Officer – Chief Kevin Williams	
New York City Police Department – 101 Precinct Contact	(718) 868-3400

New York City and New York State Agencies

Office of Special Commissioners of Investigations - NYC School District	(212) 510-1500
New York State Central Register (Reporting of Suspected Child Abuse)	(800) 635-1522
311 Government Information Services Hotline	311

Related Safety Plans to our School-wide Plan are:

Crisis Communication Plan

This School Safety Plan applies to the following locations of Challenge Preparatory Charter School:

- 710 Hartman Lane, Far Rockaway, NY 11691 - Grades 2-5
- 1279 Redfern Avenue, Far Rockaway, NY 11691 - Grades K-1
- 1520 Central Avenue, Far Rockaway, NY 11691 - Grades 6-12
- 1526 Central Avenue, Far Rockaway, NY 11691 - Grades 6-8 and Network Office