**611 Beach 19th Street, Far Rockaway, NY 11691 – PH: (347) 403-9231 – Rachele Pierre - Principal**

***P****ride ~* ***P****erseverance ~* ***A****chievement ~* ***C****haracter ~* ***S****uccess*

**\_Peninsula Preparatory Academy Charter School\_**

**School Safety Plan**

**Academic Year 2021- 2022**

**Address Information (Main Building)**

**Telephone** **Information**

**Street Address: 611 Beach 19th Street Main Phone: (347) 403-9231**

**City/State/Zip: Far Rockaway, NY 11691 Fax Number: (347) 679-6700**

**Cross Streets: Cornaga Avenue & New Haven**

**Primary Contact Information (Main Building)**

**Principal: Rachele Pierre**

**Assistant Principal: Angela Inforna**

**Chief Operations Officer: Jason Pierre**

**Director of operations: Sequoia Covington**

**Are there additional schools/programs housed at this site/building?**

**NO**

**Are there limited mobility scholars assigned to this site?**

**NO**

**SECTION 1: SCHOOL SAFETY PLAN OVERVIEW/GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

**A. PURPOSE**

Peninsula Preparatory Academy Charter School is committed to promoting a safe and healthy learning environment where scholars are secure in their pursuit of educational success. Nevertheless, our school, like all other schools, is at risk of acts of violence, emergencies, COVID-19 outbreaks and natural/man-made disasters. To address these threats and pursuant to the New York State Commissioner of Education’s Regulation 155-17, PPACS has developed this safety plan. It is also designed to ensure that the school community is aware of resources for addressing prevention, partnership, early warning signs, and procedures for helping children and procedures in response to a violent episode in our school. This school safety plan is a comprehensive effort that addresses prevention, intervention, response and recovery with respect to a variety of emergencies that occur in and around our school.

**B. RESPONSIBILITIES OF SCHOOL COMMITTEE**

The School Safety Committee consists of team leads that advise on high level school safety policies.

The School Emergency Incident Responders consist of team leads that implement and respond to the school safety policies at Peninsula Preparatory Academy Charter School.

1. **School Safety Committee**
2. **Major Responsibilities**
3. Review and update current school safety plan
4. Identify potential school safety concerns and implement procedures/policies to respond to incidences
5. **Meetings:**

Meetings will be held once every 2 months at a time convenient for the team. The schedule of meeting dates for the Safety Committee must be confirmed for the entire school year in September and submitted to the authorizer. During these meetings, the School Safety Planning Committee will address its major responsibilities as set forth above. An agenda and minutes are required to be kept in a binder for each meeting.

1. **School Emergency Incident Responders**
2. **Major Responsibilities:**
3. Respond to all school level incidents or accidents.
4. Implement and maintain secured environment during the day
5. Document and keep records of all events that occur
6. Understand & Execute Covid-19 protocol

**C. DESIGNATION OF SCHOOL COMMITTEE**

Peninsula Preparatory Academy Charter School has appointed a School Safety Committee consisting of, but not limited to, representatives of the teachers, administrators, school safety personnel and other school personnel. The members of the committee and their positions or affiliations are as follows:

1. **School Emergency Incident Responders**
2. **Principal – Rachele Pierre**
3. **Chief Operations Officer– Jason Pierre**
4. **Director of operations – Sequoia Covington**
5. **School Parent Coordinator – Larnice Johnson**
6. **Assistant Principal – Angela Inforna**
7. **Data Specialist – Gabriella Cervoni**
8. **Chief Technology Officer – Anthony Paduano**
9. **Security – Dishon Johnson**

**SECTION 2. RISK REDUCTION/PREVENTION AND INTERVENTION**

**A. PREVENTION/INTERVENTION/INTERVENTION STRATEGIES**

**Describe the programs, activities and training initiatives the school staff receives.**

1. **Building Personnel Training**
2. **CPR**
3. **AED**

**Trained Staff**

**Garbriella Cervoni
Eddy Correa
Norman Fairley
Mellissa Gordon
Larnice Johnson
Rosalind Lee
Anthony Paduano
Robyn Reeves**

**B. IDENTIFICATION OF SITES POTENTIAL EMERGENCIES**

Are there any potential hazardous sites in close proximity to the school, including but not limited construction, factories or other high-risk activities? If so, please list them below: **No**

**C. SCHOOL INFORMATION**

**School Address Telephone No.**

**Street: 611 Beach 19th Street Main Telephone: (347) 403 – 9231**

**Far Rockaway, NY 11691 Fax Number: (347) 679 - 6700**

1. **Building Information**

 How many floors do the building have (including basement and sub-basement)?

 3

How many floors do the building have that is used for instructional or administrational purposes?

3

Where is the electrical control panel in the building?

 The electrical control panel is located in classroom k011.

 Where is the gas/oil shut off in the building?

 There is no gas. It is already shut off. The Oil shut off is located in the Basement Boiler Room.

 The tank is buried outside.

 Where is the water shut off in the building?

 The water shut off is located in the classroom k011.

 Where is the firebox (s) in the building?

|  |  |
| --- | --- |
|  Box Signal |  Location |
|  B-1 |  Basement |
|  B-2 |  Basement |
|  B-3 |  Basement |
|  B-4 |  Basement |
|  1-1 |  1st Floor |
|  1-2 |  1st Floor |
|  1-3 |  1st floor |
|  1-4 |  1st Floor |
|  1-5 |  1st floor |
|  2-1 |  2nd Floor |
|  2-2 |  2nd floor |

 Where is the remote control panel for electromagnetic locks in the building?

 N/A

 Does this building have a basement?

 YES

 Does this building have a sub-basement?

 NO

 Is this building fully equipped with sprinklers in both classrooms and corridors?

 NO, however there is a standpipe.

 Where are the chemicals/controlled substances used in the science lab stored?

 N/A

 Where is the monitoring station located?

 The monitoring station is located in the Business Office.

 Does this building have central air conditioner?

 NO

 Does the building have a ventilation system? If yes, what type of ventilation

 system is it? If yes, where are the shut-off controls located?

 NO each room is equipped with an Hepa approved air purifier.

 Where is the storage location for hazardous materials that are often used by

 school custodians? (e.g. bleaches, combustible cleaning materials)

 We do not use any hazardous materials. However, all cleaning supplies are

 located in the basement utility room.

1. **Accessibility**

Is this building accessible to the handicapped?

NO

If yes, are there any areas of the building that are not accessible?

N/A

1. **Electromagnetics Locks**

Does this building have doors with electromagnetic locks?

NO

The following entrance(s) has electromagnetic locks:

N/A

 **3. Control Panel information**

 The control panel is located on the first floor. The electrical panel is located

 in the library and boiler room. There are three subpanels, (backstage, 1st Floor

 across from the principal’s office, 2nd floor across from the nurse’s office. (Please

consult the custodian for location of the control panel)

**SECTION 3: FACILITIES INFORMATION**

1. **Intrusion Alert System**

Does this building have an Intrusion Alarm System?

YES

1. **CCTV/Video Surveillance System**

Does this building have a CCTV/Video Surveillance System?

YES

Specify the number of cameras at the school:

5

What is the type of recording device used?

DMV View

What area do the cameras monitor?

EXIT 6/EXIT 1/K EXIT Door / Playground EXIT door / GYM

1. **Elevator Information**

Does this building have elevators?

NO

How many elevators does this building have?

N/A

The location of the elevator(s) is/are:

N/A

Are they in use and good repair?

N/A

The school policy for use of the elevators by scholars is as follows:

N/A

1. **School Yard Information**

Does this building have a schoolyard?

YES

If so, where is it located?

The schoolyard is located in the rear of the cafeteria and gymnasium

1. **Cafeteria/Lunchrooms**

Does this building have a cafeteria?

YES

1. **Sites of Potential Emergencies (where applicable)**

 **Building Staff Entry Entrance Time of Entry**

 **Teachers/Administrators** Front and Exit 6 7:20 am

**Custodians** Front and Exit 6 6:30 am

**Food Services** Front and Exit 6 6:30 am

**Security Guards** Front and Exit 6 7:20 am

1. **Emergency Communication/Command Center**

In certain instances of a serious nature, which necessitate evacuation and the main building becoming inaccessible; an Evacuation Location should be set up to ensure the safety of the scholars and staff. This is done to organize the gathering and disseminating of information and too keep the lines of communication open between the school’s administrators, and parents/guardians. This Evacuation Location cannot be within the building that has just been deemed unusable. The area/location for this meeting place:

Address:

 **St. Mary’s/St. Gertrude Parish Corner of Beach 20th Street & New Haven Avenue**

1. **Emergency Response Teams**

Each building is required to designate response teams to be available both during and after a serious incident. These teams may include school personnel, and counselors.

This Emergency Building Team is comprised of the following individuals:

Role Name Telephone No.

**Principal Rachele Pierre (347) 403 - 9237**

**Chief Operations Officer Jason Pierre (646) 235 - 1958**

**Assistant Principal Angela Inforna (347) 403 - 9230**

1. **Internal communication:** internal communication includes use of telephone, walkie-talkies, intercom system, and code signals (in case of intruder). These have been developed and will be practiced on an on-going basis. Please list any methods of internal communication below.
2. PA System
3. Walkie-Talkies
4. Classroom Phone/Cell Phones

Notification of parents and families includes:

1. Notification of safety plan through parent handbook and memos;
2. Weather related notification will follow the New York City Department of Education.
3. Arrangement with police for media announcements as required in case of emergency.
4. **Notification to External Entities:** External communication notification includes 911, the Board Chair of PPA, private bus companies (as necessary), the Office of Pupil Transportation (as necessary), and, if appropriate, the landlord. Please list any methods of external communication below.
5. Phone Calls
6. E-mail
7. School Automated Messaging (Bloomz app)

**SECTION 4: CRITICAL SECURITY NOTIFICATION AND OFFICES**

**A. CRITICAL NUMBERS**

Individuals with digital or cell phones will be notified that their assistance may be needed in the event the regular school phone lines become unusable (digital or cell phones are not used during Bomb threat situations).

1. **General Numbers**

All Emergencies **911**

Local Police Department Contacts **(718) 868 – 3400**

Local Fire Department Contacts **(718) 476 – 6264**

1. **Other Numbers**

***Nearest Hospitals***

Name Address Telephone No.

**Hospital 1: St. John’s 327 Beach 19th Street**

**Episcopal hospital Far Rockaway, NY 11691**

 **(718) 869 – 7000**

***School Contacts***

Name Title Telephone No.

**Betty Leon Chairperson of the Board of Trustees**

 **(718) 316 - 5210**

***Local Utilities***

Name Telephone No.

 **Electrical/Gas Power Company: PSEG**

 **Telephone Company: Spectrum**

 **(800) 966 – 4818**

 **(631) 755 – 3417**

 **(800) 314 – 7195**

***Health Services***

Address Name Telephone No.

  **Child Protective Services (ACS)**

 **Poison Control**

 **Hazardous Materials**

 **Telephone Company: Wave2Wave**

 **(800) 635 – 1522**

 **See section 6**

 ***Hazardous materials***

1. **Critical Offices**

The following are the extensions for all critical offices for the school.

Extension List attached.

 **SECTION 5: SCHOOL/PROGRAM INFORMATION**

1. **School Information**

 **School Personnel and Liaison Names Telephone No.**

 **Principal: Rachele Pierre (347) 403 – 9237**

 **Assistant Principal: Angela Inforna (347) 403- 9213**

 **Chief Operations Officer: Jason Pierre (347) 403- 9253**

 **Director of Operations: Sequoia Covington (347)-403-9253**

 **Parent Coordinator: Larnice Johnson (347) 403 - 9236**

 **Hours of Operation**

 **From: 7:20 AM To: 6:30 PM**

 **Class Dates School Statistics Grades Served**

 **From: September 9th, 2021 Employees 62 PreK-5th**

 **To: June 24, 2022 No. of Students 374 PreK-5th**

**Chain of Command**

The Chain of Command will be used during an emergency. All individuals will be notified and expected to complete specific duties and responsibilities as directed by the Principal or Chief Operations Officer.

**Position Name Title Work Phone**

**1** Rachele Pierre Principal (347) 403 – 9237

**2** Jason Pierre COO (347) 403 – 9253

**3**  Angela Inforna Assistant Principal (347) 403 – 9213

**4** Sequoia Covington Director of Operations (347) 403 - 9253

1. **Hall Patrol Assignments**

During specific times throughout the school day, school personnel may be assigned to monitor the hallways of the building

|  |
| --- |
| **Dismissal Starts At** |

**Duties of the Hall Monitor:**

**Monitor scholars as they enter the building in the morning. Monitor hallways tone and reinforce proper uniform. Hall monitors will direct scholars to their classrooms if they are not eating breakfast.**

1. **Dismissal Schedules and Information (where applicable)**

 **1st** 3:45 pm

 **2nd** 6:15 pm

**6a. Scholars using Public/Private Transportation**

Scholars who take public/private transportation are dismissed beginning at 3:45 PM to 4:00 PM by faculty.

 **6b. Scholars Picked up by Parent/Guardian**

Scholars who are picked up by a parent/Guardian are dismissed starting at 3:45 PM. They are kept in their respective classrooms until general dismissal is called. Any person who is not listed as parent/guardian on the scholar’s Emergency Blue Card **will not** be granted access to that child without express communication to the school by the primary caretaker.

 **6c. Scholars Utilizing District Transportation (Busing) Services**

Peninsula Preparatory Academy Charter School utilized district provided transportation services for eligible children. These scholars are dismissed at 4PM. Staff assigned to each bus accounts for these children.

1. **Before/After School (Extracurricular) Activities**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Mon** | **Tues** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** | **Supervised by** |
| **AFTERSCHOOL** |  **X** |  **X** |  **X** |  **X** |  |  |  |  **Principal** |
| **SATURDAY ACTIVITIES** |  |  |  |  |  |  **X** |  |  **Principal** |

|  |
| --- |
| **SECTION 6: EMERGENCY PROCEDURES** |

**1. Emergency and Backup Procedures**

The Principal’s Office will be used to coordinate information regarding any emergency. This is necessary in order to facilitate the flow of information and decisions made by the appropriate school officials. The Assistant Principal’s office will serve as a backup location in case the hostage situation blocks access to the Principal’s office.

**2. Egress Routes**

**Principal’s Office**

Turn left and proceed through the Main Exit 11. Turn left on B 19th Street and walk towards Cornaga Ave.

**COO Office**

Turn right and proceed through the Main Exit 11. Turn right on B 19th Street and walk toward New Haven Ave.

**Main Office**

Go straight across the hall to Main Exit 11. Turn right on Beach 19th Street and walk towards New Haven Ave.

**Gymnasium**

Exit through Emergency Exit 10. Turn right and walk towards Beach 20th Street & New Haven Avenue.

**Room 202**

Using staircase A proceed through Exit 3. Turn right and walk towards Beach 20th Street. (Stay within the parking lot)

 **Room 202**

Walk toward the main hallway, turn right and exit through Main exit 11. Walk toward B 19th street, turn right and walk toward New haven Ave.

**Room 101, Room 102**

Walk toward the main hallway, turn left and exit through Main exit 11. Walk toward B 19th street, turn left and walk toward Cornaga Ave.

**Room 301**

Using staircase B proceed through Exit 6. Turn right and walk toward Beach 19th Street then turn left and walk toward Cornaga Ave.

**Room 302,501, 502, AIS small class**

Using staircase B proceed through Exit 6. Turn right and walk towards Beach 19th Street, Turn left and walk toward Cornaga Ave.

**Room 401, 402, AIS & Medical Room**

Using staircase (A) proceed through Exit 3. Turn Left and walk towards Beach 19th Street, turn right and walk toward New Haven Avenue.

**Room K-01 , Dean/ Communications Office**

Proceed through Exit 4 located in K-01 classroom. Turn right and walk toward Beach 19th Street, Turn right and walk toward New Haven Ave.

**Room K-02**

Proceed through Exit 5 located in K-02 classroom. Turn left and walk towards Beach 19th Street, turn left and walk toward Cornaga Ave.

**Art**

Proceed through Exit 7 located opposite the Art area. Walk towards beach 20th Street & New Haven Avenue (Stay within the parking lot).

**Cafeteria and Tech/Data office**

Proceed to Exit 2. Walk towards Beach 20th Street & New Haven Avenue (Stay within parking lot).

**Kitchen Staff/Maintenance Office**

Proceed to Exit 2. Walk towardsBeach 20th Street & New Haven Avenue (Stay within parking lot).

**Related Services, AIS , SPED**

Proceed to Exit 6. Walk towards Beach 20th Street (Stay within parking lot).

**Prek- 1 , Prek-2 , Prek- Director**

Using Exit 1 located inside Pre-k 1. Exit then turn right and proceed toward Beach 20th street ( stay within parking lot)

**Prek -3**

Using Exit 7. Exit Then turn left and proceed toward Beach 20th street (stay within parking lot)

**Ms. Robyn Reeves – Basement**

**Mr. Dishon Johnson – Floor 1**

**Mr. Jason Pierre – Floor 2**

**3. Individual Emergency Situations**

These procedures should be followed in the identified emergency situations:

1. **Hostage**
	1. Notification to Principal/designee, local police, and Board of Trustees.
	2. Follow the “Intruder Procedure” as outlined in this plan.
	3. Decision to evacuate to be made by Principal in consultation with local police.
	4. Floor Wardens as per the School Safety Plan will be appointed to each floor to assist in the evacuation.
	5. Evacuate the premises following Egress Route(s) outlined in the School Safety Plan.
	6. Floor Plans are available in the Business Office.
	7. Identify means of communicating with the perpetrator(s) e.g. Telephone, Fax or PA system.
	8. If the building cannot be re-entered, scholars and staff will be sent to the evacuation location as identified in the Safety plan.
	9. Identify location, number and extent of injured. If possible, retrieve the victims’ home contact numbers and make notifications as necessary.
	10. Principal will notify arriving agencies of pertinent and vital information.
	11. If the building cannot be re-entered, transportation department must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians will be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation location for pickup.
2. **Bomb Threat/Suspicious Package**
3. If a suspicious package is observed, DO NOT TOUCH.
4. Notify the COO, local police, fire department, and Board of Trustees.
5. Utilize the PA system or Fire Drill bell to alert staff of the situation.
6. The decision to evacuate will be made by the Principal in consultation with local police and fire department
7. No transmissions to 911 via radio (walkie-talkie) or cell/Mobile telephone can be made. All notifications must be made by landline telephone ONLY.
8. Identify location, number and extent of injured. If possible, retrieve the victims’ with home contact numbers and make notifications as necessary.
9. If the building cannot be re-entered, evacuated scholars and staff are to be sent to the Evacuation location with attendance information as prescribed in the School Safety Plan.
10. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
11. No one is to re-enter the building/affected area without authorization from local police and fire department.
12. If the building cannot be re-entered, transportation department must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians will be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation location for pickup.
13. **Hazmat (Hazardous Material)/Building Collapse/Explosion**
14. Notify the Principal, local police, fire department, and Board of Trustees.
15. Utilize the PA system or Fire Drill bell to alert staff of the situation.
16. The principal will make the decision to evacuate scholars and staff from the building, and all staff must report to the Evacuation Location with attendance information as prescribed in the School Safety Plan.
17. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation with the exception of the contaminated area.
18. Identify location, number and extent of injured. If possible, retrieve the victims’ with home contact numbers and make notifications as necessary.
19. No one is to re-enter the building/affected area without authorization from local police and fire department.
20. If the building cannot be re-entered, transportation department must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians will be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation location for pickup.
21. **Shooting**
22. Notification to Principal/designee, local police, and Board of Trustees.
23. Follow the “Intruder Procedure” as outlined in the School Safety Plan.
24. The decision to evacuate will be made by the Principal in consultation with police.
25. Evacuate the premises following the Egress Route(s) outlined in the School Safety Plan.
26. Evacuated scholars and staff with attendance information are to report to the Evacuation Location as identified in the School Safety Plan if the building cannot be re-entered.
27. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
28. Identify means of communicating with staff member(s) e.g. Telephone, Fax or PA system.
29. Identify location of shooter(s). If possible, identify the number and names of shooter(s).
30. Identify location, number and extent of injured. If possible, retrieve the victims’ with home contact numbers and make notifications as necessary.
31. Principal will notify arriving agencies of pertinent and vital information.
32. If the building cannot be re-entered, transportation department must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians will be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation location for pickup
33. **Kidnapping**
34. Check Emergency Contact card to ensure that only the legal guardian is taking the scholar out of the building.
35. Notify the Principal, local police, and Board of Trustees.
	1. Make parental/guardian contact to ensure that the scholar is not with relatives or friends.
36. Follow “Intruder Procedure” if it is believed that the individual might still be in the building.
37. Check attendance information for the scholar who is reported kidnapped.
38. Principal will notify arriving agencies of pertinent and vital information.
39. **Fire Emergency**

Whoever locates the fire should activate the fire alarm and immediately notify the school’s main office, the principal, the police and the fire department of the location of the fire.

1. The Principal/Designee should implement the fire evacuation plan immediately.
2. Call the fire department IMMEDIATELY.
3. Principal will notify arriving agencies of pertinent and vital information.
4. Identify location, number and extent of injured. If possible, retrieve the victims’ with home contact numbers and make notifications as necessary.
5. No one is to re-enter the building/affected area without authorization from appropriate agency.
6. If the building cannot be re-entered, transportation department must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians will be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation location for pickup
7. The school Custodians/Custodian Engineer should do the following:
8. Pull switches for power to school instructional equipment, blowers, ventilators, etc. Switches for the lights should be left on. Boiler room switches should be left on.
9. Close all fire doors. If you have fire-retarding doors in your school, they should be closed manually. Do not wait for fusible links to melt. Drafts would be eliminated and the fire should be confined to one section.
10. When the fire is extinguished, recharge all used fire extinguishers immediately.
11. **Evacuation Procedures**
	* Follow numbers 1 through 5 of the above Fire Drill Procedure to exit the building.
	* Proceed to the predetermined External Shelter:

St Mary’s/St. Gertrude Parish

Corner of Beach 19th Street and New Haven Ave.

* + External Shelter is ONLY used if determined that the building cannot be re-entered due to damage.
1. **Lockdown Procedures**

**This procedure is used when there is an immediate and imminent threat to the school building population. School staff and scholars are secured in the room they are currently in and no one is allowed to leave until the situation has been contained. This allows the school to secure the scholars and staff in one place and protect bystanders from immediate danger. This procedure is most commonly used when building has an intruder.**

1. Lockdown signal is given. **Identify that an intruder is in the building over the intercom and give the last know location.**
2. Call **911.**
3. Teachers / Staff follow preset instructions.
4. Teachers / Staff take attendance and record scholars that are in the room, missing and extra scholars taken into your classroom from the hallways. Then await further instructions.
5. Teachers are not allowed to open doors for ANYONE under ANY circumstances unless the all clear is given.
6. All activities must cease.
7. Scholars / Staff outside the building must evacuate to Peninsula Preparatory Academy Charter School’s predetermined, off-campus locations. This includes those on bus runs and field trips.
8. **Lockout Procedures**

**This procedure allows the school to continue with the normal school day, but restricts unauthorized personnel from entering the building and limits the movement of those that are inside of the building.**

1. The principal will make an arrangement indicating that Lockout has been implemented.
2. Call **911.**
3. Scholars who are outside the building are immediately returned to the school building.
4. Security guards / Custodians / Administrators must lock and secure all exterior doors and entrances.
5. Monitor main entrance and allow only **AUTHORIZED** personnel into the building.
6. A modified release of scholars for the end of the school day will be implemented.
7. **Intruder Procedures**

If an intruder is discovered in the building. An announcement will be made over the intercom.

 “**AN INTRUDER IS IN THE BUILDING. “ Identify the location of the intruder.**

In response to this announcement, the following steps will be taken immediately:

1. School personnel will take any scholars in the hallway to the nearest classroom.
2. All teachers will lock their classroom doors and will not issue any passes.
3. Teachers and students should barricade their classroom door.
4. Do not open your door for anyone unless the “all clear” is given.
5. The Chief Operations Officer will give updates on the location of the intruder if possible.
6. Based on the intruder location, if you have a safe route out of the building please exit quickly and quietly.
7. If the intruder gains access to your classroom students and teachers should throw any materials available toward the intruder’s face as a distraction and counter the intruder.

If the intruder is found and the situation is again stable or no intruder is found within the building an “ALL CLEAR” message will be made over the PA system by the Principal or Chief Operations Officer.

In the event that the building PA is inoperative, the following procedure will be in effect:

The classroom telephones will be the primary means of communication in the event that the PA system is inoperative.

1. **Medical Emergency**
2. **CODE BLUE**
3. **Location**

In response to this announcement, the following steps will be taken immediately:

All AED certified members of staff will proceed to the disclosed location

**Trained Staff**

**Garbriella Cervoni
Eddy Correa
Norman Fairley
Mellissa Gordon
Larnice Johnson
Rosalind Lee
Anthony Paduano
Robyn Reeves**

**3. Warden Assignments**

The principal designates the following persons, minimum of two (2), to act as “Wardens” for the school/site:

Name: Jason Pierre

Name: Dishon Johnson

Name: Robyn Reeves

The wardens are expected to disseminate information to the Principal and Assistant Principal and to aid in the orderly flow of traffic during rapid egress/emergency conditions.

**4. Evacuation Post Assignments**

Each classroom teacher will egress with and continue to supervise his/her assigned class. School Safety Agents should report to their respective emergency assignment(s). The following persons will report to a designated post to ensure complete evacuation of the area and report updated information to the wardens.

Main Building:

 **Staff Member Alternate Staff Member Floor/Area/Post**

1. Rachele Pierre Robyn Reeves Beach 19th & New Haven Ave

3. Jason Pierre Larnice Johnson Beach 20th & New Haven Ave

4. Angela Inforna Anthony Paduano Beach 20th & New Haven Ave

**5. Evacuation Locations**

When a building must be evacuated and cannot be re-entered the scholars will be taken to the following location(s). This/these location(s) will, where possible, shelter the scholars and staff.

Where possible, staff at these locations should be able to communicate information to the

Emergency Communications/Command Center.

Main Building:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sites to be Used** | **Location/Address** | **Site Contact** | **Phone number** |
| St. Mary’s/St. Gertrude Parish | Beach 19th and New Haven Avenue | Father Frank Shannon | (718) 327 – 1133  |

**6. Closing Procedures**

**All scholars remain in classroom with teacher until dismissal time.**

At **3:45 pm** all assigned staff members are to be at their assigned locations

**7. Fire Safety Procedures**

The safety of our scholars emphasizes the need for a school to develop fire safety and prevention programs. These regulations address fire drill procedure and requirements and include guidelines for school fire prevention. Frequent unannounced drills with proper leadership and discipline help to ensure safe evacuation in the event of an actual emergency. Plans for Fire Drills should be prepared and information posted in prominent locations throughout the schools.

1. **Fire Drills**
2. Purpose

The purpose of fire drills is to instruct and train scholars and staff in emergency evacuation procedures so that they might leave the school building in the shortest time possible and without panic in the event of an actual emergency.

1. Frequency and Monitoring
2. AS REQUIRED BY STATE LAW, THE PRINCIPAL SHALL HOLD FIRE DRILLS NO LESS THAN TWELVE TIMES IN EACH SCHOOL YEAR, EIGHT OF WHICH SHALL BE HELD PRIOR TO DECEMBER FIRST. Neglect by a Principal, or other person in charge, to comply with the above requirements is a misdemeanor punishable by a fine and/or imprisonment.

FIRE DRILL DATES (Weather Permitting) 2021- 2022

1. September 28th 2021  (3rd FL)

2. September 29th 2021 (2nd FL)

4. September 30th 2021 (basement)

5. October 6th 2021  (3rd FL)

6. October 7th 2021 (2nd FL)

7. October 8th 2021  (basement)

8. November 16th 2021 (3rd FL)

9. November 17th 2021 (2nd FL)

10. November 18th 2021 (basement)

11. June 6th 2022 (3rd FL)

12. June 7th 2022 (2nd FL)

13. June 8th 2022 (basement)

1. A record and evaluation of each fire shall be maintained.

Other Drills

 BUS DRILLS

1. Within the first 2 weeks of school
2. Nov. 1st – Dec. 31st
3. March 1st – April 30th

INTRUDER DRILLS

1. September 30th 2021
2. November 3rd 2021
3. April 5th 2022
4. Guidelines
5. All scholars and staff in the school must obey the fire drill signals and regulations.
6. Equal emphasis should be placed on evacuating the school in a quick and orderly fashion. No running or horseplay shall be tolerated.
7. Fire drills shall be conducted under varying circumstances are varying hours and at unannounced times to stimulate actual emergency conditions. (For example, one exit should be clocked by closing off the exit area during the fire drill).
8. Ringing the fire bell is the usual signal for a drill. However, staff and scholars should be aware of alternate procedures in case of malfunctioning of the bell system. The bullhorn will be used to announce a fire emergency.
9. Instructions involving fire drills and evacuation plans is to be used ad posted in every classroom, hallway, and any other rooms.
10. Teachers shall bring with them attendance information to ensure the safe evacuation of all scholars.
11. **Fire Safety (emergency procedures)**
12. All scholars and staff must be evacuated and the alarm sounded when an emergency arises or is suspected. The decision must be made immediately; investigation of the emergency should be made after everyone has safely left the building.
13. Teachers and all other school staff should receive an orientation session concerning fire safety. This meeting should be devoted to the fire safety and an actual demonstration of fire fighting equipment should be included. Items to be covered at the meeting should include, but not limited to, the following:
14. Staff should familiarize themselves and be aware of methods of transmitting an alarm, including telephone; fire alarm boxes in the school building, and street fire alarm boxes. Pull lever station for the interior alarms are at various locations in the school building (generally near stairs or exits); these interior alarms do not transmit a signal to the Fire Department.
15. Staff should be aware of the location and proper use of fire extinguishers and other fire fighting apparatus. The Principal must be certain that all school personnel know the location of the fire alarm signal boxes located in the school and know how to operate them.
16. Staff should be informed of regulations regarding flammable materials. Stage setting, decorations, use of electrical equipment, chemical substance in laboratories, and other potential fire hazards.
17. All school staff and scholars should be completely familiar with fire exit drills and evacuation plans.
18. The Security Compliance Officer shall conduct building inspections daily, with particular attention given to the presence of fire hazards, proper equipment, access to the fire doors, and visibility of signs.
19. All exit doors must be able to be readily opened from the inside whenever the building is occupied. The chaining or padlocking of fire doors is punishable violation of the administrative and fire safety codes.

**1. Fire Drill Procedure**

 1. Fire drills will be done by floor

 2. At the first tone of the alarm, the children will be instructed to stand and line up.

 3. Upon exiting, each teacher will be responsible for taking the folder containing that day’s

 attendance sheet/scholar contact list and the evacuation pack, which are located as you

 exit the classroom.

 5. Once the fire drill has been completed, everyone will be instructed to re-enter the

 building in the same orderly manner. The last to exit the building will be the first to

 enter.

**The School Safety Plan Endorsement is endorsed by the following:**

Peninsula Preparatory Academy Charter School’s Board of Trustees

 **SECTION 8: SCHOOL SAFETY PLAN ADDENDUM LIST**

The School Safety Plan Committee may add any item not addressed in the School Safety Plan as an addendum. The addenda will be kept on file in the school with the hard copy of the School Safety Plan.

Addendums will not be reviewed by the police department and do not supersede or amend any state regulations governing school safety.