



## District-Wide School Safety Plan

**2022-2023**

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## I. Introduction

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. Charter Schools are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the school with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the network and is consistent with the more detailed emergency response plans required at the school building level. Since the Brooklyn Urban Garden Charter School (BUGS) is a stand-alone charter school, this district-wide safety plan is currently applicable to the one school only.

Charter Schools are at risk for 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. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in its schools.

BUGS supports the SAVE Legislation and communicates with school leadership, Director of School Operations, select staff members and our contracted security provider. The Executive Director encourages and advocates on-going cooperation and support of Project SAVE.

## II. General Considerations & Planning Guidelines

### A. Purpose

The BUGS District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the New York City’s Department of Education, the Executive Director of BUGS ensures that a District-wide School Safety Team has developed and maintained the District-wide School Safety Plan.

### B. Identification of School Teams

The members of the team and their positions or affiliations are as follows:

#### District-wide School Safety Team:

Name	Title
Susan Tenner	Executive Director

Name	Title
Wynette Caesar	Principal
Cay Tolson	Director of Operations
Josh Altamirano	Assistant Director of Business Operations
Dean Dameon	Director of School Culture
Andrew Brown	Dean of Students
Christine Ghaznawi	Assistant Principal, STEAM
Keneshia Maxwell	Assistant Principal, Humanities
Kevin Peñaloza	Family & Operations Coordinator
BUGS Board of Trustees Members	

### C. Concept of Operations:

The District-wide School Safety Plan will be directly linked to the individual Building-level and School-Specific Emergency Response Plan for BUGS. The protocols reflected in the District-wide School Safety Plan will be used to guide the development and implementation of the individual Building-level Emergency Response Plan.

The development of the District-wide School Safety Plan was a collaborative effort. The plan was further developed utilizing the guidelines provided by the New York State Education Department, in consultation with Homeland Security and the New York State Police.

In the event of an emergency or violent incident, the initial responders to all emergencies at an individual school will be by the School Emergency Response Team. All information pertaining to an emergency or violent incident will be directed to the Building Principal / Designee, and then to the Executive Director / Designee.

Upon activation of the School Emergency Response Team, the Executive Director or his/her designee will be notified and, where appropriate, local emergency officials will be notified by calling 911.

County and State resources through existing established protocols may supplement emergency response actions, including post-incident responses.

#### **D. Plan Review and Public Comment**

This plan shall be maintained by the District-wide School Safety Team and reviewed annually on or before July 1st of each year. A copy of the plan will be available in each school's handbook.

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan was made available for public review and comment 30 days prior to its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption

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

Full copies of the Building-level Emergency Plan will be supplied to both local and State police within 30 days of adoption.

### **III. Risk Reduction/Prevention and Intervention**

This section of the plan is used to identify and describe the District's policies and procedures for reducing the risk of violence and establish clear descriptions of actions that will be taken in the event of a violent incident or other school emergency. Research demonstrates that positive, skills-based approaches can increase the safety of students and teachers in school, as well as improve the community climate.

Programs have been developed and/or implemented by BUGS to improve communications among and between students and staff and clearly define steps for reporting potentially violent incidents.

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

##### ***Program Initiatives***

BUGS regularly conducts age-appropriate safety training programs for students, staff and parents in each building. Such programs include, but are not limited to:

- Evacuation Drills
- Soft Lockdown Drills
- Shelter-Ins
- Bus Safety Drills

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

BUGS has developed policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. The District has established the following procedure(s) for multi-hazard school safety training for staff and students:

- Annual review of building emergency response procedures with staff and students
- All buildings conduct 12 emergency drills of which four (4) are lockdown drills that include practicing the Shelter-in-place, Hold-in-Place, and Lockout protocols
- All school sites participate in the Annual Early Dismissal - Go Home Evacuation Drill
- The district has conducted drills and other training exercises to test components of the emergency response in coordination with the following agencies:
  - NYPD - 72nd Precinct
  - FDNY - Engines 207, 235 and 240

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures.

**Note:** A debrief session will be conducted directly following each test or drill to evaluate the exercises and determine if changes to the emergency response plan are necessary.

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

Security personnel at BUGS are hired under the title of “Security Guard” through a vendor. Each of these individuals is interviewed, fingerprinted, and vetted by the vendor. The security guards currently work throughout the District on various shifts assigned according to building operation schedules. Guards are required by the vendor to complete internal annual refresher safety training. They are also required to review procedures for fire and evacuation drills, pupil dismissal, managing acts of violence, etc.

General responsibilities of school security guards are documented and posted at the school security desk. Responsibilities include but are not limited to:

- Patrolling building and grounds when opening and closing the building each day
- Enforcing school rules
- Managing check-in and check-out of visitors
- Ensuring the safety of students, staff and visitors
- Establishing rapport with students in order to provide an atmosphere that is safe and conducive to the proper functioning of the school
- Assisting students or refer them to the proper staff members for assistance with any problems
- Attending after school activities and athletic events (as required)

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

The BUGS District has one (1) educational agency (building) which is our Middle School (84K758) at Bishop Ford Educational Complex (KBNU).

Our Building Emergency Response Plan contains vital information such as school / office population, number of staff, transportation needs, and business and home telephone numbers of key safety and education officials. These plans also include relocation and reunification locations.

### ***B. Early Detection of Potentially Violent Behaviors***

BUGS has policies and procedures for dissemination of information regarding the early detection of potential violent behaviors. Informative materials are distributed on an ongoing basis at faculty meetings throughout the school year. Staff development is conducted during Professional Development days and/or other conference days in order to develop awareness and provide training for staff regarding this issue.

This material is also available to parents and the community during various committee or workshop meetings. The district also has a Building Response Team (BRT) which is present in each building in order to respond effectively and appropriately to a crisis involving violent behaviors. This Building Response Team is also available for questions from the staff, students, parents and community.

## IV. Response

### A. Notification and Activation (Internal and External Communications)

The District policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident are located in each Building-level Emergency Response Plan. Each plan identifies individuals who are authorized to initiate contact with local law enforcement agencies. All communications during an incident at the school will flow through the site's Building Safety Team; Emergency Services will be requested through the 911 system.

In the event of an emergency, staff, students and visitors will be contacted in one or more of the following manners:

- Telephone
- Intercom
- Verbal message
- Others as appropriate
- Email
- All Call System
- Local media

The District has established guidelines for staff and students if they make the initial discovery of an emergency situation or impending emergency. In this event, they will notify the Principal / Designee and provide him/her with information on the nature of the event. In the event that the Principal or Designee cannot be reached, the Executive Director / Designee will be contacted.

Procedures for School Cancellation / Early Dismissal and Community Notification protocol for contacting parents / guardians in the event of a violent incident or an early dismissal are outlined in each Building-level Emergency Response Plan. This includes using local media in some instances, One Call Phone Notification System, or use of emergency contact information provided by students' parents/legal guardians if necessary.

**B. Situational Responses**

**1. Multi-Hazard Response**

The District has developed multi-hazard response plans. These guidelines are present in the Multi-Hazard Emergency Response Action Guidelines in each Building-level Emergency Response Plan. The emergencies addressed in the plan include, but are not limited to:

<ul style="list-style-type: none"> <li>• Loss of Utilities</li> </ul>	<ul style="list-style-type: none"> <li>• Bomb Threat</li> </ul>	<ul style="list-style-type: none"> <li>• Acts of Violence</li> </ul>
<ul style="list-style-type: none"> <li>• Active Shooter</li> </ul>	<ul style="list-style-type: none"> <li>• Explosion</li> </ul>	<ul style="list-style-type: none"> <li>• Natural / Weather-Related Threat</li> </ul>

\* Others as determined by the Building-level School Safety Team

These guidelines are not open for public comment or review. Sharing such information could put people or facilities at risk.

The guidelines provide basic instructions for responding to any given incidents such as:

- Notifying school administrators of the incident
- Contacting emergency response agencies
- Assembling the emergency response team and implementing the incident command system
- Moving occupants from an area of danger to an area of safety
- Notifying parents and/or community
- Sheltering or student release procedures
- Aftermath and recovery

**2. Responses to Acts of Violence: Implied or Direct Threats**

The Crisis Response Plan Guidelines in each Building-level Emergency Response Plan provides guidance on the district’s policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- The use of staff trained in de-escalation or other strategies to diffuse the situation
- Informing the Building Principal(s) of implied or direct threat
- Determining the level of threat with Executive Director / Designee
- Contacting the appropriate law enforcement agency, if necessary
- Monitoring the situation, adjusting the District's response as appropriate, and include possible implementation of Emergency Response Team

### **3. *Acts of Violence***

Multi-Hazard Emergency Response Action Guidelines in each Building-level Emergency Response Plan provides guidance on the District's policies and procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- Determine the level of threat with Executive Director / Designee
- Isolate the immediate area and evacuate if appropriate
- Inform the Building Principal(s) / Executive Director
- Initiate lockdown or lockout procedures and contact appropriate law enforcement agency
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, sheltering, or evacuation procedures

### **4. *Response Protocols***

The Incident Command System and the Threat and Hazard Specific Appendices in each Building-level Emergency Response Plan provides guidance on the district's policies and procedures for responding to bomb threats, acts of violence and kidnapping. The following protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

### **5. *Arrangements for Obtaining Emergency Assistance from Local Government***

A section on Emergency Communications in each Building-level Emergency Response Plan provides guidance for obtaining assistance during emergencies from emergency services organizations and local government agencies. The following examples are the types of arrangements that could be used by the District:

- In an emergency, The Principal / designee will contact the regional emergency dispatch center by calling 911
- The dispatcher will determine the appropriate services needed by the school

## **6. *Procedures for Obtaining Advice and Assistance from Local Government Officials***

The District will utilize contacts in the *Emergency Telephone Numbers* section in the Building-level Emergency Response Plans for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law. The types of procedures for obtaining advice and assistance from local governments during county-wide emergencies could include the following:

- In an emergency, Executive Director/Designee will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance
- The District has identified resources for an emergency from the following agencies: New York Police Department (NYPD), New York Fire Department (FDNY), American Red Cross, New York State Police, and New York City Department of Public Health.

## **7. *Procedures to Coordinate the Use of School District Resources and Manpower During Emergencies***

Each Building-level Emergency Response Plan provides a description of the District's procedures to coordinate the use of resources and manpower during emergencies. These sections include the identification of the officials authorized to make decisions and the staff members assigned to provide assistance during emergencies.

## **8. *Protective Action Option***

The Building-level Emergency Response Plan describes the following actions in response to an emergency where appropriate: school cancellation prior to the start of school, early dismissal, evacuation before, during and after school hours, and sheltering procedures.

# **V. Recovery**

## **A. District Support for Buildings**

Building-level Emergency Response Plan provides resources for supporting the Emergency Response Team and Post-Incident Response Team at BUGS.

## **B. Disaster Mental Health Services**

The Principal will assist in the coordination of disaster mental health resources, as appropriate, through internal resources, the New York City Department of Health and Mental Hygiene, community resources, neighboring school districts, and other disaster mental health resources to fully support faculty, staff and students.

# Appendix

## Continuation of Operations Plan for Public Health Emergencies

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**List and description of positions and titles considered essential**

In the event that learning is shifted to remote or to an alternative schedule due to a public health emergency, the following positions and titles will be considered essential. These positions have been identified based on the criteria of ensuring students are able to continue learning and personnel have the resources needed to perform their roles remotely, as well as roles necessary for operating or accessing an open school building. These positions **may** be required to be onsite during a public health emergency.

School Personnel
<ul style="list-style-type: none"> <li>● Principal</li> <li>● Assistant Principals</li> <li>● Director of School Culture</li> <li>● Director of Operations</li> <li>● Department Heads / Grade Level Leaders</li> <li>● Facilities / Maintenance / Custodial Staff</li> <li>● Director of Inclusion</li> <li>● Operations Staff</li> <li>● School Culture Staff</li> </ul>

In the event that any BUGS is mandated to provide child care services (for example, to essential workers), the following positions and titles will be considered essential. These positions have been identified based on the criteria of necessity for operating an open school building. This list assumes that child care services are provided by a third party.

School Personnel
<ul style="list-style-type: none"> <li>● Principal</li> <li>● Director of School Operations</li> <li>● Assistant Director of Business Operations</li> </ul>

In the event that any BUGS is mandated to provide food services outside of a typical school environment, the following positions and titles will be considered essential. These positions have been identified based on the criteria of ability to provide food services, and necessity for operating an open school building. This list assumes that food services are provided by a third party.

School Personnel
<ul style="list-style-type: none"> <li>● Principal</li> <li>● Director of School Operations</li> <li>● Assistant Director of Business Operations</li> </ul>

### **Description of how the employer will stagger work shifts**

The school will stagger work shifts using the following criteria:

1. Is the shift schedule equitable for staff and for students / families accessing services at the site?
2. Does the shift schedule avoid “rush hour” transit to the extent possible?
3. Does the shift schedule allow for (at a minimum) recommended social distancing and reduction of close contact interactions?
4. Will the shift schedule allow necessary work / services to continue safely and effectively in the event of staff absence?

### **Specific description of protocols the employer will follow in order enable all non-essential employees and contractors to telecommute**

In the event that the governor declares a public health emergency due to communicable disease, BUGS will implement the following plan in order to ensure employees have the equipment they need to successfully administer remote learning:

- BUGS will continue to invest in the infrastructure, resources, and tools that enable non-essential personnel to telecommute while delivering instruction and managing other responsibilities related to school operation . For instruction, this investment includes developing the capabilities for students to view and review live instruction, virtually submit work and receive feedback, and engage in academic social interaction with teachers and peers.
- Schools will continue to use the organization’s online platforms to request the procurement of required supplies, including but not limited to devices and software. The team that handles the purchasing of equipment will ship items directly to the individual at their current location if sites are closed and teams are remote.
- For any individual requiring an office phone line, Google Voice accounts will be created and set up for staff use. The network’s IT department will support any troubleshooting should issues arise.
- Should the distribution of technology, resources, or supplies be required, schools will follow all safety and health procedures outlined by the Centers for Disease Control (CDC), the New York State Department of Health (NYSDOH), and the New York City Department of Health and Mental Hygiene (NYCDOH). Based on guidance and recommendations from these public health agencies, schools will either distribute supplies from individual sites or a centralized facility. All personal protective equipment (PPE) will be provided to employees handling distribution and must be used throughout the duration of their time on-site. Times for pick up of any supplies will be staggered to minimize gatherings. Should an employee not be able to pick up the required supplies, all efforts will be made to ship the supplies to their current location.

### **Switching to Remote Learning**

In the event that the governor declares a public health emergency due to communicable

disease, BUGS will implement a period of remote learning for all students immediately, following the timetable below:

- **Prior to emergency** - All subjects will have google classroom systems established as a matter of standard operating procedure, allowing for a rapid transition to remote learning.
- **Week 1** - School will implement an initial period of up to one week of online learning via async platforms and pre-recorded lessons to allow for the distribution of technology to families and the set-up of remote learning platforms.
- **Week 2** - Schools will rapidly switch to live synchronous remote learning after the initial asynchronous week, with remote learning matching as closely as possible the on-site schedule.
- **Beyond week 2** - In a public health emergency that extends beyond 2 weeks, schools will implement new schedules designed to sustain student, teacher and family efforts, limiting screen time to no more than 6 hours per day while also ensuring that students experience connection through live sync lessons and experiences. BUGS Practices of Care will be centered in instruction in the event of a transition to remote learning.

### **Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors**

Personal protective equipment (PPE) will be sufficiently stocked at each school and network office so that all essential personnel will be provided at least two pieces of each type of PPE during any given shift. Sufficient stock of at least six months will be required at each school for essential employees, including but not limited to reusable face masks, disposable face masks, gloves, gowns, disinfectant, hand sanitizer, hand sanitizer refill bottles, thermometers, and batteries.

Based upon guidance from public health agencies, the school will handle purchasing and inventory of all PPE to ensure sufficient stock.

### **Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace.**

In the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease, the organization will follow all required protocols and guidance outlined by the Centers for Disease Control (CDC), the New York State Department of Health (NYSDOH), and the New York City Department of Health and Mental Hygiene (NYCDOH).

All employees and contractors traveling to any site will be required to sign in and out each day in order to ensure all potential individuals are identifiable should a known or suspected case present itself. Contact tracing will be completed in partnership with relevant public health agencies to ensure any individual with potential exposure is identifiable.

Any site where an individual tested positive or exhibited symptoms of the disease will be cleaned and disinfected in accordance with CDC and NYSDOH guidelines. This may include the immediate cleaning and disinfection of spaces, or closing areas for periods of time before cleaning and disinfection. Cleanings will always follow guidance by CDC and NYSDOH.

In addition to the standard time off benefits provided by BUGS, there are a few additional benefits that we are offering during the pandemic to ensure that employees who themselves fall ill, or are caring for a family member who has, are able to take time off for the appropriate care. To utilize the benefits listed below, employees must contact HR, upon verifying qualifications, the appropriate benefit will be added to their leave profile. Most of the benefits outlined below require a physician's statement and/or a declaration of care qualifying the need and reason for leave. All of these additional leave options aim to be compliant with local, state, and federal responses to the global health pandemic.

### **Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors.**

In the event an employee contracts the disease and has been on-site, identifying any potential exposed employees or contractors is essential. As such, all employees and contractors traveling to any site will be required to sign in and out each day in order to ensure all potential individuals exposed are identifiable.

### **Protocol for working with the employer's locality to identify sites for emergency housing for essential employees**

BUGS will work with the appropriate local agencies to identify sites for emergency housing for our essential employees if it is required due to the communicable nature of the disease and the needs of our organization