



# **School Safety Meeting**

## PS/IS 276

Thursday, November 9, 2017

## AGENDA

- Updates to communication protocols
- Updates to building wide safety
- General Response Protocols

# Communication Protocol

Multiple methods will be used to communicate with parents.

- Remind text blast
- Facebook post
- Email blast
- Post to blog

# In the Classroom Supports

Community Circles to process events

Strong relationships with adults

Counseling team

Additional support as needed from the district

# Building Safety

Safety film on windows

School safety agent protocols

sign in with photo id

wear a volunteer lanyard

## Sidewalk and Street

Special shout out to Tammy Meltzer who reached out to BPCA and elected officials

BPCA , NYPD Counter Terrorism and NYCDOT have done a needs assessment

Large stones on corners

Letter to DOT and NYCDOE from combined elected officials (Chin, Brewer, Nadler, Glick) requesting immediate action on enhanced safety around schools.

# Teachinig Vigilance

Teaching our children street safety

Crossing streets at walkway

Crossing with lights

# General Response Protocols

- Classroom/Office Posters
- Go Folders:
  - Copies of blue cards
  - Class List
  - GRP Summary Sheet
  - Assembly Cards
  - Any Medications in the Classroom
  - BRT team info
- Teach Students to Respond to Emergencies
  - Preview/Review Protocols with Students:
    - What will the Drill Look, Sound & Feel Like?
  - Practice & Give Feedback Before & After Drills.



# General Response Protocol: Shelter-In

- There is a threat or incident **outside** of the school building.
- No one may leave or enter the building until cleared by NYPD
- **Announcement:** “Attention! This is a Shelter-IN. Secure all Exit Doors.” (Repeated twice over the PA.)
- **BRT, Floor Sweepers, & Exit Monitors** will secure all Exits, sweep floors & report to specific post assignments.
- **All Staff:**
  - Increase situational awareness.
  - Conduct business in the building as usual.
  - The Shelter-in will remain in effect until the signal, “The Shelter-In has been lifted,” followed by specific directions.
- **Students:**
  - Remain inside the building.
  - Conduct business in their classrooms as usual.
  - Respond to staff directions.

# General Response Protocol: Lockdown

- **Danger is inside the building**
- **Announcement:** “Attention! We are now in Soft/Hard Lockdown. Take proper action.” (Repeated twice over the PA.)
- **Students** move out of sight & maintain silence.
- **All Other Staff:**
  - Front doors to school remain open for first responders to access building
  - Check the hallway outside of your classrooms/offices for students, lock doors, & turn lights off.
    - Teachers take attendance & account for missing students by contacting the main office.
  - Move away from sight & maintain silence.
  - Wait for First Responders to open the door, or until you hear the “All Clear” message, followed by specific directions.

# General Response Protocol: Evacuation

- The **Fire Alarm** is the initial alert for staff & students to initiate an evacuation. (PA system & specific directions may be used as the alert initiating an evacuation. Repeated twice over the PA.)
- **Students** leave belongings behind & form a line.
- **Teachers:**
  - Grab Evacuation Folder (with attendance sheet, contact information, medical forms/needs, & GRP Assembly Cards).
  - Close classroom door (Do Not Lock-new!)
  - Lead students to evacuation location as identified on Fire Drill Posters. (VIA Stairwell A/Exit 1-Southside; Stairwell B/ Exit 2-Northside)
  - ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS.
  - Take attendance & account for students.
  - Report injuries, missing students, & problems to school staff & first responders using GRP Assembly Cards.

# General Response Protocol: Missing Student Protocol

## If a child is missing:

- Immediately call the main office. Give the following information:
  - The Child's Name, Age & Grade
  - A Description of the Child, including attire
  - When & where the Child was last seen
  - Considerations: Is the Child non-verbal and/or what language the child speaks?
- The BRT will initiate a Soft Lockdown: **BRT & SSA** will report to Room 103
- **Announcement:** "Attention! We are now in Soft Lockdown. Take proper action. All staff, we are looking for: child's name & description." (Repeated twice over the PA.)
- **Exit Monitors** immediately report to assigned doors. **Floor sweepers** immediately search assigned floors. They will notify office via radio, if the child is located.
- **All Other Staff & Students must respond as in a Soft Lockdown until they hear the announcement that the lockdown is lifted.**