



Saint Anselm Catholic Academy UPK

Safety Plan

September 2017

DO NOT REMOVE FROM DIRECTOR'S OFFICE

The New York City Department of Education
Safety Plan Guidelines for Early Childhood Centers

In our continuing efforts to ensure the safety and security of all students and staff, the New York City Department of Education has established guidelines to be followed by all community-based organizations. These guidelines are based on both the Department of Health Code *Article 47.25 Health; Emergencies* and the Administration for Children's Services Division of Child Care/Head Start's *Emergency in Child Care Programs*.

Each community-based organization should have a written Safety Plan that provides specific and detailed procedures for responding to a range of incidents including, but not limited to:

- *Fire Emergencies
- *Evacuation procedures
- *Hazmat (hazardous materials)
- *Disasters
- *Shootings
- *Bomb Threats
- *Kidnappings
- *Hostage Situations

The Board, the Director, the Education Director and the Supervisor-In-Charge are to regularly review the Safety Plan, the evacuation procedures, notification of parents/emergency contacts, medication handling and administration, issuance of first aid kits, fire safety and emergency community equipment. In addition, well-defined policies are to be established regarding the supervision of children beyond the program's regular hours of operation or the release of children to designated emergency caregivers when parents are late. These policies and all previously identified areas are to be regularly reviewed and annually communicated in writing to both parents and staff.

Completion of the Safety Plan

Each section of the attached plan provides you with guidelines and directions to appropriately complete the plan. Please familiarize yourself with the document before entering the required information. Once completed, it is important that everyone at the site is familiar with the plan. Clear, accurate and prompt communication with all constituencies before, during, and after a crisis will calm fears and reassure everyone. Likewise, no evacuation plan can be effective if the staff or students at a given site do not practice it. Accordingly, we are reminding you to conduct drills regularly. Conducting drills serves to familiarize students and staff with their roles during an emergency as well as with the designated egress routes and evacuation locations.

Please complete and maintain the attached Safety Plan form on file.

SAFETY PLAN FOR EARLY CHILDHOOD CENTERS

Saint Anselm Catholic Academy Universal Pre-Kindergarten

Legal Name of Site

365 83rd Street, Brooklyn, New York 11209

Address of Site including zip code

718-745-7643

Telephone #

718-745-0086

Fax #

JMcKeon@diobrook.org

Email Address

327 Students (UPK and Saint Anselm)

Total # of Students Enrolled at Site

The building's hours are **7:30 AM** to **6:00 PM.**

Prekindergarten hours are **8:15 AM** to **2:35 PM.**

If there are varied prekindergarten schedules at your site, please indicate below:

The switchboard's daily operations begin at **7:30 AM.**

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Our program will follow all procedures indicated in this Safety Plan.

Vivian Mazzella

Signature of Director

September 6, 2017

Date

In compliance with your program's contractual agreement, please utilize the New York City Department of Education's Safety Plan Guidelines to complete your Safety Plan.

Emergency Chain of Command

Identify the Emergency Chain of Command, specifying name and title of the designated contact person, his or her telephone number, cell phone number and email address. For each person identified with the Emergency Chain of Command, please describe his or her responsibilities during emergencies.

Second In the Chain of Command

Name and Title: Lisa Grgorinic, Lead Teacher

Telephone #: 718-745-7643

Email Address: lgrgorinicsaca@gmail.com

Responsibilities During Emergencies:

1. Ensure all students are safe at all times
2. Contact 911 if necessary
3. Inform NYCDOE of any emergencies
4. Contact parents as needed
5. Follow instructions provided by First Responders

Third In the Chain of Command

Name and Title: Fanny Paez, Lead Teacher

Telephone #: 718-745-7643

Email Address: fpaezsaca@gmail.com

Responsibilities During Emergencies:

1. Ensure all students are safe at all times
2. Contact 911 if necessary
3. Inform NYCDOE of any emergencies
4. Contact parents as needed
5. Follow instructions provided by First Responders

Responsibilities During Emergencies:

Follow School Crisis Management Plan

Account for students and staff

Move to secondary location as necessary

Contact: 911, District #20, DOE and Diocesan

Fourth In the Chain of Command

Name and Title: Kelly Schmitt, Lead Teacher

Email Address: kschmittsaca@gmail.com

Responsibilities During Emergencies:

- 1. Ensure all students are safe at all times**
- 2. Contact 911 if necessary**
- 3. Inform NYCDOE of any emergencies**
- 4. Contact parents as needed**
- 5. Follow instructions provided by First Responders**

Daily Security Procedures

Establish the time when the building is to be opened and closed. The hours should be posted at all doorways.

The building's hours are 7:30 AM to 6:00 PM

1. Determine when the administrative designee will be at the switchboard to receive incoming calls and to make emergency calls.

The switchboard's daily operations begin at 7:15 AM

2. Classroom doors may be closed while the children are in attendance but never locked.
3. Check all locks on doors and windows.
4. Check all pathways to doors to ensure free access.
5. Check all doors to ensure they function properly and lock.
6. Check security alarm system to make sure it is operating.
7. Lock all rooms at night.
8. Determine the building is secure at the end of the day.

Visitors To The Building

All visitors to the building should be screened as follows:

1. Each visitor shows identification and a visitor's badge is issued.
2. Each visitor's time-in and time-out of the building is recorded.
3. Each visitor is escorted to his or her location.

Emergency Equipment

The Supervisor-In-Charge and/or designed staff member must

- 1. Inspect the first aid kit monthly and replace materials as soon as possible**
- 2. Maintain a cell phone or walkie-talkie system for the director and board chair to utilize in the event of telephone service disruptions.**
- 3. Maintain battery operated flashlights;**
- 4. Maintain a battery operated radio to listen to emergency broadcasts;**
- 5. Check all fire exits, sprinkler systems, fire extinguisher, and fire and smoke alarms are working properly at all times. The program must cooperate with the Fire Department inspections and implement corrective actions immediately.**
- 6. Maintain medication storage facilities and records. During an evacuation the designee should, if possible, remove the medication to a safe place; and**
- 7. If possible, ensure that important paper and computer files are “backed up” and stored duplicate at an off-site secured location. This includes contact information for both children and staff.**

Drills

Participating in emergency preparedness drills empowers young children to feel more in control of situations that are otherwise frightening and disorienting. When appropriate, “Stop, drop and roll: exercises should be conducted with the children, along with lessons regarding fire safety at home and in school. Encourage children to talk about their concerns. Reassure children that the program staff is doing everything possible to keep them safe. Fire and evacuation drills must be conducted monthly with staff, volunteers and children.

During a drill everyone must leave the building immediately. The following steps should be taken:

- 1. At the sound of the signal, the staff directs the children to stand.**
- 2. Teacher assistant/aide leads the children to the exit.**
- 3. Teacher takes up a position that will ensure calm, orderly and quick exit.**
- 4. The teacher closes the classroom doors to prevent the spread of fire.**
- 5. Staff and children walk a sufficient distance so that they are clear of the buildings.**
- 6. When an “all clear” signal is sounded everyone reenters the building.**

Sheltering-In

There will be times when the appropriate response to a disaster may require that emergency responders direct children and staff to remain within the building. This type of response is often referred to as “sheltering-in.” The “sheltering-in” location must be

1. A hallway and away from windows and glass;
2. An area that is isolated and where ventilation can be turned off, if needed;
3. An area that is lower than the first floor and away from the main entrance of your building; and,
4. An area that has access to emergency resources such as water, cups, blankets, change of clothing, a battery operated radio, and flashlights.

The determination that staff and students should remain inside during a disaster will be made by local law enforcement and public safety officials. Once that decision has been made, staff will be given particular directions as to where staff and children should be moved as well as the steps that need to be taken to ensure that the relocation environment remains free from the dangers outside of your building.

While by law you are required to conduct fire drill mandates, you are also urged to conduct shelter drills. At the sound of the shelter drill signal, the procedures should be as follows:

1. Close all windows, draw all shades, exit classroom with the children, close all of the classroom doors and proceed immediately to the shelters.
2. Maintain calm and quiet.
3. Return children and staff to classrooms at the sound of the signal.

Evacuation Plan

In the event of an evacuation, two (2) alternative locations should be identified in advance and communicated to all program staff and parents. Unless otherwise directed by the NYPD, the FDNY, or other emergency personnel, such a site is a safe walking distance from the original site.

To prepare for an evacuation, each program should have a notebook binder in each classroom that contains an updated parent/caretaker/emergency contact telephone directory with a listing for each child in the program. This binder must be easily accessible so that during an emergency evacuation, the teachers can remove the binders to a safe location. The binder should include

1. Telephone numbers of parents’ homes, businesses, cell phones, and email addresses (updated quarterly or on an as needed basis);
2. Contact information on each child’s medical practitioner. Medical alert information, for example penicillin, allergies, is indicated for specific children;

3. Information about the location and schedule of all limited mobility children. Limited mobility children are escorted to a previously determined “safety zone” room and then removed by designed personnel.

While in the evacuation site, attendance should be confirmed using the roster for both children and staff.

The overall responsibility to evacuate is made by the designed Supervisor-In-Charge. The following steps should be taken:

- 1. The local precinct is notified that the school is being evacuated.**
- 2. All classrooms and offices are locked.**
- 3. At the sound of the signal, staff members escort the children from their rooms and exit the building to the previously arranged site.**
- 4. During the evacuation the Director, Assistant Director or Senior Group Teacher takes the binder with them to the pre-determined alternate location.**
- 5. If the signal does not work, then an identified staff person is dispatched to each room to relay the information an evacuation is in effect.**

First Alternative Location

Receiving Site Name: Saint Anselm Church
Receiving Site Address: 356 82nd Street
Receiving Site Telephone Number: 718-238-2900
Contact Name at Receiving Site: John W. Maloney (Pastor)

Second Alternative Location

Receiving Site Name: Our Lady of Angels Church
Receiving Site Address: 7320 4th Avenue
Receiving Site Telephone Number: 718-836-7200
Contact Name at Receiving Site: Msgr. Kevin Noone (Pastor) / Ms. Rosemarie McGoldrick (Principal)

As specified in the Evacuation Procedures, staff will remove the notebook binder or the blue emergency cards and attendance cards.

Staff and child will exit the building via:

Main exit (stairway A). As per instructions posted in classroom. As directed by supervisor; safest manner possible.

If this exit is inaccessible, then the staff and children will exit the building via:

Most accessible exit

Limited mobility children will be escorted to the “safety zone” room:

Main Office

The local police precinct will be contacted in emergency situations.

The local police precinct is **68**. The precinct’s telephone number is **718-439-4211 – 333 65th Street.**

FAMILY CHILD CARE

Family Child Care providers are:

- * Ensure that CPR and first aid training is provided by the family child care network;
- * Conduct fire and evacuation drills with the children in their care;
- * Maintain and update first aid kits, fire extinguishers, smoke alarms, flashlights, battery operated Radios and parent/caretaker/doctor/emergency contact lists;
- * Inform parents of evacuation plan; and
- * Maintain copies of the parent/caretaker/doctor/emergency contact lists for each provider with their family child care network administrator’s network.

CPR Training

It is important to note that, during program operations, the Department of Health Code requires that one person certified in CPR be on-site at all times. Trained employees receive certificates that are maintained in his or her personnel file. Ensure that your trained staff members participate in the annual refresher courses for proper recertification.

