



**District-Wide Safety Plan  
Leaders In Our Neighborhood  
Charter School**

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## Introduction

Leaders In Our Neighborhood Charter School (LION) recognizes that emergencies in schools must be addressed expeditiously and effectively. LION has developed comprehensive protocols and procedures to recognize and respond to the risk of acts of violence and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

Leaders In Our Neighborhood Charter School's (LION) District-Wide Safety Plan was developed by senior leadership in consultation with students, families, staff, local police, and school safety personnel. LION ensures each school campus has a completed Building-Level Safety Plan.

Our goals in creating and implementing our District-Wide Safety Plan are:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions
- To create and implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituencies concerning keeping our school safe.

Plans are produced for the following (multi-hazard) situations: Fire, Intruder Alert, Bomb scare, Medical Emergency, Gas Leak, and Civil Disturbance, and include plans for Rapid Dismissal.

## Key School Data

Number of Facilities: 2

School Campuses: 2

Addresses and Type of Space:

- Elementary and Middle School
  - Address: 730 Bryant Ave., Bronx, NY, 10474

- Type of Space: School facility co-located with NYC DOE
- High School
  - Address: 830 Hunts Point Ave., Bronx, NY, 10474
  - Type of Space: Privately owned stand-alone building

# Section I: General Considerations and Planning Guidelines

## Purpose

The LION District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17.

LION seeks to ensure the safety of all students and staff at our school through careful and thoughtful planning. We conduct emergency protocol drills to facilitate organized and effective implementation of these plans in the case of an actual emergency.

## LION District-Wide School Safety Team and Building Response Team

The LION District-Wide School Safety Team is composed of representatives from school leadership.

Title	Name	Role
Executive Director	Celia Sosa	Safety Officer
COO/CFO	Stephen Trowbridge	Safety Officer
High School Director	Matt Hittenmark	Incident Commander
Middle School Director	Ada Garcia	Safety Officer
Elementary School Director	Miatta Massaley	Safety Officer
Director of Operations	Robert Rodner	Safety Officer
High School Building Operator	Rob Caban	Safety Officer
Director of Teaching & Learning	Sarah Schoonmaker	Safety Officer
Director of College Counseling	Sika Bediako	Safety Officer
Director of School Culture	Yashika Walker	Safety Officer
Assistant Dean	Vincent Calosso	Safety Officer
Academic Dean	Elizabeth Brown	Safety Officer

## **Safety Operations**

The initial response to all emergencies at LION Charter will be by the Chief Operating Officer and Division Directors at the campus level. Upon activation of the District-Wide Safety Team, local emergency officials and the Board of Directors will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required.

Each school also has a Building-Level Safety Plan, a Building Response Team, and a Post Incident Response Team.

## **Floor Plans**

### **LION Elementary School**

Address: 730 Bryant Ave., Bronx, NY, 10474

Available upon request to NYC DOE

### **LION Middle School**

Address: 730 Bryant Ave., Bronx, NY, 10474

Available upon request to NYC DOE

### **LION High School**

Address: 830 Hunts Point Ave., Bronx, NY, 10474

Available upon request to LION Senior Leadership

## **Plan Review and Public Comment**

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this Plan is made available for public comment at least 30 days prior to its adoption. We review, respond to, and incorporate the feedback of key school constituents and interested parties in the development and review of this plan.

The Final Plan is formally adopted by the Board. To ensure student safety, the plan is considered 'in effect' until such time as a full public review can be conducted and the final plan approved.

Our Building-Level Emergency Response Plans remain confidential and are not 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

the Building-Level Emergency Response Plan for our private facilities will be supplied to local and State Police within 30 days of adoption.

A required annual review is completed on or before September 15th of each year after its adoption by the LION Board of Directors.

## Section II: Risk Reduction/Intervention Strategies

### Prevention/Intervention Strategies

In order to ensure safety at LION and to reduce the risk of a violent incident, LION implements a range of prevention and intervention strategies. Common expectations for behavior and conduct across all grade levels and classrooms are clearly delineated in the Code of Conduct section of our Family Handbook, which is posted on our school's website. These expectations are regularly communicated to students, staff, and families. Division Directors of School Culture, in collaboration with the Executive Director, have also developed LION's Discipline Manual, which ensures consistent procedures are implemented by our school culture and student support teams. Our commitment to safety is reflected in our policies and procedures, which include the following:

- Threats of any kind, including, but not limited to, threats of violence and social media threats, should be reported to the division's Director of School Culture. Directors of School Culture conduct investigations into such reports. Division Directors notify law enforcement when reports involving allegations of criminal, or potentially criminal, behavior are shared with school staff. The outcome of investigations into reports is shared with students and families in student support team meetings.
- All Directors of School Culture participate in professional development, including annual Violence Prevention and Crisis Intervention training. Directors of School Culture facilitate professional development with school staff at the start of each school year and design additional training(s) as needed throughout the course of each school year.
- Safety procedures, including for a lockdown and shelter in, are implemented as needed and are delineated in the General Response Protocols section of this plan.
- LION operates in partnership with law enforcement and consults with the school's attorney to respond to concerns related to the Red Flag Law, also known as the Extreme Risk Protection Order. A provision of this law relevant to schools allows school administrators, or their designees, to file a petition for an "extreme risk protection order" against a student, recognizing that family members and school officials are often the first to know when someone is experiencing a crisis or exhibiting dangerous behavior.
- Students may confidentially report incidents of bullying, harassment, and/or discrimination to Student Support Center staff. LION's Title IX and DASA Coordinators conduct investigations into these reports.



- LION invites families and students to share feedback about our policies and procedures during weekly school meetings and monthly family council meetings.

## **Prevention Programs**

### **Programs and Policies**

Developed and led by Executive Directors, Division Directors, Directors of School Culture, and Deans of Students

- Violence prevention workshops
- Conflict resolution sessions
- Peer mediations
- Mentoring programs
- Advisory meetings
- Maintaining appropriate professional boundaries

Developed and conducted by Directors of School Culture and School Counselors

- Regularly scheduled 1:1 and small group sessions with students
- Forums for students concerned about bullying and harassment
- Anonymous reporting mechanisms

Developed and led by Division Directors and Directors of School Culture

- Training for teachers on implementing trauma-informed practices to ensure a positive, safe learning environment
- Classroom management training for teachers
- Regular community and school meetings

## **Building Personnel Training**

In preparation for planning and executing drills, the Chief Operating Officer reviews guidance on the NYSED and New York State Center for School Safety websites as well as safety plans from other schools with the Director of Operations.

When hiring security personnel, LION will ensure all personnel have the appropriate experience and training to fulfill their role, including training on how to de-escalate potentially violent situations.

LION reviews the details of its Building-Level Safety Plans to ensure compliance with state guidelines each year. LION also reviews the details of its Building-Level

Safety Plans with all faculty and staff prior to school opening, including all plan logistics, roles, and responsibilities, to ensure all understand and are prepared to implement our plans. Staff sign off on having reviewed and understood LION's School Safety Plans.

Division Directors attend school safety training offered by the NYC DOE to inform practices and training.

Five staff at every campus, at a minimum, including all Physical Education teachers, are CPR/AED certified.

The district ensures that all schools conduct mandatory, actual safety drills that test components of the School Safety Plan. These drills will be conducted in coordination with local emergency response and preparedness officials. LION will schedule the dates and times of drills with local officials; just before a drill, LION will contact local officials to announce the drill is about to start.

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

Guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff in August each year as part of Professional Development.

LION commits to informing parents, guardians, or persons in parental relation to an individual student in the event of an implied or direct threat of violence by such student against themselves, for which purposes shall include suicide. In the event that a student expresses suicidal ideation, they will be immediately evaluated by School Counselors. The family will be contacted immediately.

## **Section III: Response**

### **Assignment of Responsibilities**

The chain of command at LION in the case of emergencies is as follows:

1. Executive Director
2. Chief Operating Officer
3. Chief Academic Officer
4. Division Directors
5. Director of Operations

### **Continuation of Operations**

- In an emergency, the Executive Director or their designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of the local emergency response team.
- A relinquishing command, the Executive Director, COO, or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will follow the Chain of Command outlined above to ensure continuity of operations

### **Notification and Activation (Internal and External Communications)**

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- 2-way Radios (supplied to School Safety Team members)
- School Intercom System
- School Phone System
- Cell Phones of School Safety Team and staff
- Text Messaging
- Email
- Local Media

Standard notification protocol will be for:

- Notification of an incident or hazard development to the Executive Director as soon as possible following its detection
- In the event of an emergency, the Executive Director or Division Director will notify all building occupants to take appropriate protective action.

LION will ensure the following:

- New York City Department of Education's (NYC DOE) Charter Schools Office supports Charter Schools in private facilities and is aware of LION's location in this building. Local fire departments and law enforcement are aware of our location here.
- LION staff have contact information for relevant contacts at NYPD.
- The COO, Director of Operations, and their designees are trained in the operation of the school information systems, parent communication applications, school telephone systems, robocalling system, two-way radios, and public announcement system on a yearly basis.
- LION sends home formal, written communications to all key stakeholders following key emergencies using these platforms. The school communicates with students and staff during an emergency using provided two-way radios and a public announcement system.
- Wherever possible, families with technology barriers receive paper copies of all communications and the communications in their home language.
- School staff are not to speak with news outlets regarding school emergencies.
- School staff are informed never to share in-the-moment information with students' families, their families, or the media so as to ensure the accuracy of information shared by the school to the stakeholders.
- The Public Information Officer will ensure the accuracy of information presented to the media when relevant and appropriate.
- The Executive Director, COO, and their designees will ensure all communications happen in a timely manner with regard to the impact on any after-school activities or other usages of the school building.
- Where needed, the school ensures the presence of interpreters, use of accessible documents, etc. to ensure information is accessible to individuals with disabilities.

Upon the occurrence of a violent incident, the Executive Director or designee will

contact the appropriate local law enforcement officials. In the event of a disaster or violent act, as necessary, the Executive Director will also notify the Board of Directors via phone and all staff if immediate communication is required or via conducting an emergency staff meeting if the situation does not require immediate communication.

## **General Response Protocols**

LION's school facilities will adhere to the NYC DOE's General Response Protocol so as to best coordinate with emergency respondents and other schools if needed. As LION operates inside of the New York City public school system, we will defer to the guidance of city leaders with regard to how the general response protocols will be updated to reflect Education Law 2801-a and to consider silent panic alarm systems.

### **Shelter in Place**

The General Response Protocol for a Shelter in Place is as follows:

- There is a Public Address announcement made two times:
  - Attention. This is a shelter-in. Secure the exit doors.
  - The Shelter-In directive stays in effect until it is ended by a Public Address announcement
  - The Shelter- In has been lifted
- Students are trained to:
  - Remain inside the building
  - Conduct business as usual
  - Respond to specific staff directions
- Teachers are trained to:
  - Be more aware of their surroundings
  - Conduct business as usual

### **Evacuations**

The General Response Protocol for Evacuations is as follows:

- Often, the fire alarm system alerts staff and students to start an evacuation.
- However, there may also be times when a Public Address announcement starts an evacuation. Announcements will begin with "Attention" followed by specific directions
- They are made two times.

- Students are trained to:
  - Leave belongings behind
  - Form a single file line
  - In cold weather, students should be reminded to take their coats.
  - However, students wearing exercise or gym clothes will not return to the locker room.
  - Students without winter coats will be taken to a safe, warm location as quickly as possible.
- Teachers are trained to:
  - Grab an evacuation folder (with attendance sheet and Assembly cards).
  - Lead students to evacuation locations as identified on Fire Drill Posters.
  - Always listen for additional directions
  - Take attendance and account for students.
  - Report injuries, problems, or missing students to school staff and first responders using the Assembly Card method

## **Lockdowns**

The General Response Protocol for Lockdowns is as follows:

- Soft Lockdown: No Imminent Danger
  - Administrative teams, Building Response Teams, and School Safety Agents will meet at the designated command post for further direction.
- Hard Lockdown: Imminent Danger
  - No one should sweep the school in a hard lockdown. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.
- In Any Lockdown
  - A Public Address (PA) announcement made two times:
    - Attention: We are now in soft/ hard lockdown. Take proper action.
- Students are trained to move out of sight and keep silent.
- Teachers are trained to:
  - Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
  - Move out of sight and keep silent
  - Wait for first responders to open door, or for the message:

- The Lockdown has been lifted followed by specific directions
- Take attendance and account for missing students by contacting the main office.

**Response to Acts of Violence**

The below plan is in keeping with the School’s Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

- Injured parties will be treated by school medical personnel
- Offending individual(s) will be contained
- Executive Director/COO, in consultation with Division Directors, will determine the level of threat

As required:

- The immediate area of the act will be isolated and/or evacuated
- Lockdown procedures will be activated
- Local law enforcement agencies will be notified
- Situation will be monitored and response adjusted as necessary
- Initiate early dismissal
- Initiate shelter or evacuation procedures

**Protective Action Options**

Situation	Plan
School Cancellation	<ul style="list-style-type: none"> <li>● Monitor situation that may warrant school cancellation</li> <li>● Make cancellation determination</li> <li>● Inform Families/Students</li> <li>● Inform Staff</li> <li>● Inform Board</li> </ul>

<p>Early Dismissal</p>	<ul style="list-style-type: none"> <li>● Monitor situation that may warrant early dismissal</li> <li>● Make early dismissal determination</li> <li>● Identify a time to send early dismissal signal via bell</li> <li>● Inform staff</li> <li>● Inform families/students</li> <li>● Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>
<p>Evacuation (before, during, and after school hours)</p>	<ul style="list-style-type: none"> <li>● Determine level of threat</li> <li>● Clear all evacuation routes and sites</li> <li>● Evacuate staff and students to pre-arranged evacuation site</li> <li>● Account for all students and staff populations</li> <li>● Report any missing persons</li> <li>● Make determination regarding early dismissal</li> <li>● Ensure continued school supervision</li> <li>● Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>



<p>Movement to Sheltering Sites</p>	<ul style="list-style-type: none"> <li>● Determine level of threat</li> <li>● Confirm sheltering location, depending on nature of incident</li> <li>● Evacuate all staff and students to pre-arranged sheltering site</li> <li>● Account for all students and staff populations. Report any missing persons to the Executive Director/Head of School.</li> <li>● Make determination regarding early dismissal</li> <li>● Ensure continued school supervision</li> <li>● Retain appropriate school personnel on site until all students have been returned home/picked up</li> </ul>
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All of the above will be done in cooperation with local emergency responders.

### Other Situational Response Protocols

#### Public Health, Medical, and Mental Health

LION will ensure the following is true regarding public health, medical health, and mental health:

- All staff members are trained in basic assessment of an emergency and are prepared to call 911.
- All staff members are trained in the prevention of the spreading of COVID-19.
- Select staff members, such as staff in the Main Office and Physical Education teachers, are trained in the administration of CPR/AED.
- Director of Operations or designee will ensure first aid kits will be located in the Main Offices and that all needed materials are consistently purchased and in stock, and that there is an AED on all floors.
- LION staff Deans of Students, Social Workers, Social Work interns, and a School Counselor. To the extent that there is an emergency, all of these staff have been prepared to respond and are trained in trauma-informed practices.
- Chief Operating Officer or designee will continue to report per city

and state guidelines all relevant mandated health updates.

- School facility is prepared for response to these scenarios - the Division Director's Office and Nurse's Offices will be used as the emergency medical (e.g., first aid), public health, and mental health counseling services, and the Main Office and Executive Director's Office will be used to coordinate with emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives.

### **Accounting for All Persons**

In the event of an emergency, LION will have the following in place:

- The Building Response Team will move all students to the proper assembly location - be it inside the school, on the sidewalks surrounding the school, or in an emergency relocation site.
- Each teacher is responsible for the students they are teaching, required to move all of them to the assembly area, and will have a printed roster in their classroom for every period that they can use to take attendance to ensure all students are present.
- In the event of an absence, the teacher will use the DOE General Response Protocol emergency card to communicate the problem to BRT staff. BRT will use 2-way radios, and a public address system to announce the COO or designee will be responsible for ensuring all school staff are present in the assembly area.
- Students will not be dismissed until the Executive Director or BRT have ensured that all children and adults are safe and that student's families are informed of when and how they will be dismissed.

### **Family Reunification**

Leaders In Our Neighborhood will use the following procedures for family reunification:

- The Executive Director, COO, and their designees will communicate with students, families, and the broader community before and after an emergency using School Messenger with regards to the reunification plan. Families will be informed that if there is an emergency, school staff will send home formal, written communications to all key stakeholders ahead of and following key emergencies using these platforms.
- Families are informed in the Student Handbook that High School

students are allowed to self-dismiss except in the case of a health emergency or school-wide emergency. Families are informed that students cannot leave on their own.

- The Executive Director, COO, or their designee is responsible for communicating in the moment with families regarding the reunification process. Families will receive notifications about when, where, and how to reunify with their child.
- Staff will be responsible for ensuring students stay in the assembly area.
- How to inform families and guardians about the reunification process in advance, and how to clearly describe their roles and responsibilities in reunification.
- The Division Directors will form lines of adults and children to facilitate safe reunification using a parent check-in system that is in a different physical space from the student assembly area.
- The Public Information Officer will ensure privacy of students and parents from the media.
- Wherever possible, families with technology barriers will receive paper copies of all communications and the communications in their home language. How to effectively address language access barriers faced by students, staff, parents, and guardians. Where needed, the school will ensure the presence of interpreters, use of accessible documents, etc. to ensure information is accessible to individuals with disabilities.

### **For All Situations**

- Parents - The Executive Director will determine if and when parents need to be informed, and will do the informing. This will be done in consultation with the Senior Leadership Team.
- Media - The Executive Director will determine if and when the media needs to be informed. This will be done in consultation with the Board.
- The Building Response Team will convene within 48 hours of an event to conduct a Situation Debrief. The Debrief process will include soliciting input from other school constituencies as follows: Division Directors will ask for feedback from faculty and students (as appropriate), Chief Operating Officer asks for feedback from other school constituencies (staff, etc.) The results of this Debrief will inform future plan updates.

### **Arrangements for Obtaining Emergency Assistance from Local**

## **Government**

As necessary, the Executive Director will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the COO and Director of Operations in the Main Office.

A record will be maintained of all Local Government Emergency Assistance requests and responses.

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

As necessary, the Executive Director will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. Contact names and numbers for all relevant local government officials and agencies and the Red Cross will be maintained in the School Emergency/ Safety Plan Binder.

## **Security of Crime Scene**

The Executive Director or designee is responsible for crime scene security and crime-related evidence until relieved by law enforcement officials.

No item shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency.

Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

As needed, classrooms, bathrooms, and communal spaces can be evacuated and students can be relocated in order to preserve a crime scene.

The COO or Director of Operations would ensure that the RESPOND measures are taken where needed.

## **Section IV: Recovery**

LION Recovery (Post Incident Responses) will include, but not be limited to:

### **Short Term**

- Mental health counseling for staff and students
- Building security
- Facility Restoration
- Post Incident Critique

After the recovery stage of any incident, the Building Response Team will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.

### **Long Term**

- Mental health counseling for staff and students
- Building security
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

Note that Leaders In Our Neighborhood has coordinated with statewide plans for disaster mental health services to ensure that the School has access to federal, state, and local mental health resources in the event of a violent incident.

After the recovery stage of any incident, the BRT will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.