

District-Wide Safety Plan
Leaders In Our Neighborhood Charter School



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Introduction

Leaders In Our Neighborhood Charter School believes that emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, 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 (LION) District-Wide Safety Plan was developed by Leaders In Our Neighborhood Senior Leadership in consultation with students, families, staff, local police, and school safety personnel. Leaders In Our Neighborhood Charter School 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/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 in regard to keeping our school safe.



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

Key School Data:

- Number of Facilities: 3
- School Campuses: 2
- Addresses and Type of Space:
 - Elementary 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
 - Office Space
 - Address: The BankNote, 1231 Lafayette Ave., Bronx NY 10474
 - Type of Space: Leased office space



Section I: General Considerations and Planning Guidelines

Purpose

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

Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and thoughtful planning. We will conduct tabletop and actual drills of the included plans to facilitate the organized and effective use of these plans in 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
CEO	Celia Sosa	Incident Commander
COO/CFO	Sherrie Henry	Incident Commander
High School Principal	Matt Hittenmark	Incident Commander
Middle School Principal	Ada Garcia	Safety Officer
Elementary Principal	Miatta Massaley	Safety Officer
Director of Operations	Robert Rodner	Incident Commander
HS Building Manager	Rob Caban	Safety Officer
Director of Teaching & Learning	Sarah Schoonmaker	Safety Officer
Director of School Culture	Yashika Walker	Safety Officer
Assistant Dean	Vincent Calosso	Safety Officer
Director of Finance	Henry Grullon	Incident Commander
Director of Development	Maya Severns	Safety Officer



Safety Operations

The initial response to all emergencies at LION Charter will be by the Chief Operating Officer and Division Principal 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 will have a Building-Level Safety Plan, a Building Response Team, and a Post Incident Response Team.

Floor Plans

- **Leaders In Our Neighborhood Elementary School**
 - Address: 730 Bryant Ave., Bronx NY 10474
 - Available upon request to NYC DOE.
- **Leaders In Our Neighborhood Middle School**
 - Address: 730 Bryant Ave., Bronx NY 10474
 - Available upon request to NYC DOE.
- **Leaders In Our Neighborhood High School**
 - Address: 830 Hunts Point Ave., Bronx NY 10474
 - Available upon request from Leaders In Our Neighborhood leadership

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this Plan will be made available for public comment at least 30 days prior to its adoption. We will include representatives of all key School constituents and interested parties in the development and review of this plan.

The Final Plan will be formally adopted by the Board. To ensure student safety, the plan will be 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 will remain 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.



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

A required annual review will be completed before its adoption by the LION Board of Directors on or before September 1st.



Section II: Risk Reduction/Intervention Strategies

Prevention/Intervention Strategies

LION believes in implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of prevention programming, building personnel training, drills/exercises, school security policies, and protocols, coordination with local emergency officials, and maintenance of educational agency contact information as per the below:

Prevention Programs

Programs and Policies:

Developed by the Chief Executive Officer, led by Principals and Directors of School Culture:

- Violence prevention meetings, conflict resolution sessions, peer mediation, mentoring programs
- Advisory meetings (groups of 10 students who meet weekly with the same staff advisor. Discussions include both curricular and extracurricular topics with the goal of having students form a professional relationship with a staff member.)

Developed by the Chief Executive Officer, coordinated by Social Workers and School Counselors:

- Regularly scheduled sessions with students, forums for students concerned about bullying/violence, and anonymous reporting mechanisms.

Developed by the Chief Executive Officer, led by Principals:

- Training for teachers on how to implement trauma-informed practices to ensure a positive, safe learning environment. Classroom management training for teachers.
- Regular community meetings.



Building Personnel Training

- In preparation for planning and executing drills, the Chief Operating Officer will review information/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 school safety/security personnel, LION will ensure all personnel have the appropriate background (experience and training) to fulfill their role, including training in how to de-escalate potentially violent situations.
- LION will review the details of its Building-Level Safety Plans in detail to ensure compliance with state guidelines.
- The School will review its Building-Level Safety Plans in detail with all faculty and staff prior to school opening (including all plan logistics, roles and responsibilities, and backup plans), ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.
- The School will review the details of its Building-Level Safety Plans with all students before September 15th. Staff will sign off on having reviewed the School Safety Plan with students.
- Division Principals will attend school safety training offered by the NYC DOE to inform practices and training.
- At a minimum, five staff members at every campus, including all Physical Education teachers, will become CPR/AED certified.
- The District will ensure that all schools conduct 12 mandatory safety drills that test components of the School Safety Plan. The School will schedule the dates and times of drills and inform families at least one week before the drill. Immediately before a drill, an announcement will be made that the drill will take place.
- The School will coordinate with local officials as necessary to plan and prepare for training.



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Early Detection of Potentially Violent Behaviors

Professional development is provided to school staff each year to ensure they are prepared to implement LION's protocols for responding to behavior, including identifying potentially violent behaviors. School Counselors work in partnership with our Student Support Teams and principles to ensure necessary training and support are in place and ongoing.

LION commits to informing parents, guardians, or persons in parental relation to an individual student of the district 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 sent to the Social Worker for evaluation, and 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. Chief Executive Officer
2. Chief Operating Officer
3. Division Principal
4. Director of Operations
5. Director of Finance

Continuation of Operations

- In the event of an emergency, the Chief Executive Officer or Chief Operating Officer 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 Chief Executive Officer/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 communication systems may be utilized in alignment with appropriate safety protocols for the incident:

- 2-way Radios (supplied to School Safety Team members)
- School Intercom System
- School Phone System
- Cell Phones of the 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 Chief Executive Officer as soon as possible following its detection
- In the event of an emergency, the Chief Executive Officer will notify all building occupants and direct them to take appropriate protective action.

LION will ensure the following:

- NYC DOE's Charter Schools Office provides support to 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, Division Principals, or their designees are trained annually in operating the school information systems, parent communication applications, school telephone systems, two-way radios, and public announcement systems.
- The school will use these platforms to send home formal, written communications to all key stakeholders ahead of and following key emergencies. The school will also communicate with students and staff during an emergency using provided two-way radios and a public announcement system.
- Wherever possible, families with technology barriers will 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 to ensure the accuracy of information shared by the school with the stakeholders. The Public Information Officer will ensure the accuracy of information presented to the media when relevant and appropriate.
- The CEO, COO, and their designees will ensure all communications regarding the impact on after-school activities or other usage of the school building occur in a timely manner.
- Where needed, the school will ensure the presence of interpreters, the use of accessible documents, and other measures to ensure that information is accessible to individuals with disabilities.

Upon the occurrence of a violent incident, the CEO or designee will contact the appropriate local law enforcement officials. In the event of a disaster or violent act, as necessary the Chief Executive Officer 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 Department of Education's General Response Protocol so as to best coordinate with emergency respondents and other schools if needed. As Leaders In Our Neighborhood 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

The logo features a stylized yellow lion's head with a white mane, positioned behind the word "LION" in large, bold, blue capital letters. Below "LION" is the text "CHARTER SCHOOL" in yellow capital letters. To the right of "LION" is the text "LEADERS IN OUR NEIGHBORHOOD" in blue capital letters, arranged in four lines: "LEADERS", "IN", "OUR", and "NEIGHBORHOOD".

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- 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 and bag (with an 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 the 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 plan below 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 taken care of
- Offending individuals will be contained
- CEO/COO, in consultation with Division Principal, 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
- The situation will be monitored and the response will adjusted as necessary as necessary
- Initiate early dismissal
- Initiate shelter or evacuation procedures



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Protective Action Options

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



<p>Movement to Sheltering Sites</p>	<ul style="list-style-type: none"> ● Determine the level of threat ● Confirm sheltering location, depending on the nature of the incident ● Evacuate all staff and students to the pre-arranged sheltering site ● Account for all students and staff populations. Report any missing persons to the Chief Executive Officer. ● Make a determination regarding early dismissal ● Ensure continued school supervision ● Retain appropriate school personnel on site until all students have been returned home/picked up
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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

Leaders In Our Neighborhood 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 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.
- The Director of Operations or designee will ensure that first aid kits are located in the Main Offices, 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.
- The Chief Operating Officer or designee will continue to report per city and state guidelines all relevant mandated health updates.



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- The school is prepared to respond to these scenarios—the Division Principal's Office and Nurses' Offices will provide emergency medical (e.g., first aid), public health, and mental health counseling services, and the Main Office and Chief Executive's Office will 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—whether 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 CEO or BRT has ensured that all children and adults are safe and that students' 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 CEO, COO, and their designees will communicate with students, families, and the broader community using School Messenger regarding the reunification plan before and after an emergency. 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.
- The Student Handbook informs families that High School students are allowed to self-dismiss except in the case of a health emergency or school-wide emergency. Students cannot leave on their own.
- The CEO, COO, or their designee is responsible for communicating with families in the

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- moment about the reunification process. Families will receive notifications about when, where, and how to reunite 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 Principal 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 the 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 Chief Executive Officer 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: In consultation with the board, the Chief Executive Officer will determine whether and when the media needs to be informed.
- 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: The Division Principal will ask for feedback from faculty and students (as appropriate), and the Chief Operating Officer will ask 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 Chief Executive Officer 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.

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Procedures for Obtaining Advice and Assistance from Local Government Officials

As necessary, the Chief Executive Officer 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.

Security of Crime Scene

The CEO 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.

Classrooms, bathrooms, and communal spaces can be evacuated as needed, and students can be relocated 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, which 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.

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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