



**2020-2021 PROJECT SAVE PLAN
(Safe Schools Against Violence in
Education)**

**Building Emergency Response Plan
New Dawn Charter High School**



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INTRODUCTION

This Project SAVE plan is a District-wide School Safety Plan, developed for the New Dawn Charter High School ('School' or 'The School'), for the current school year, 2020-2021. New Dawn Charter Schools supports the SAVE Legislation, and engages in a robust planning process with its staff and other stakeholders where applicable. Our goals for maintaining our School SAVE Safety Plan ('Safety Plan') are:

To maintain an atmosphere and set of practices that prevent violence or unsafe conditions

To continue to implement a plan that will minimize the effects of serious violent incidents and emergencies

To routinely evaluate our response plan for all predictable safety concern situations

To update our document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.



SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The New Dawn Charter High School Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Trustees for New Dawn Charter High School (the "Board"), a New Dawn Charter High School Safety Team was created and charged with the development and maintenance of a New Dawn Charter High School Safety Plan.

Students, families, and teachers will be attending when the school re-opens in September 20120. The Plan presented here is reviewed and modified by the New Dawn Charter High School Safety Team, following Safety Plan guidelines distributed by NYSED. The Safety Team reviews emergency response plans with security professionals when applicable.

This initial Plan was modified through a series of meetings attended by the constituencies outlined above, also following SAVE Safety Plan guidelines distributed by NYSED, and in consultation with existing schools with high quality SAVE plans to ensure feasibility and thoroughness.

Our goal in maintaining this plan is to ensure the maximum safety of all students and staff at our school through careful and well thought out planning. We will conduct tabletop and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

B. School Safety Team

The New Dawn Charter High School Safety Team is comprised of, but not limited to, representatives from the Board of Trustees, Administration, Faculty, School safety personnel, and other school personnel as shown below. Within the School Safety Team is a Core School Safety Team that will coordinate the preparation and maintenance of the School Safety Plan, and in the case of an incident, serve to provide initial assessment and coordination of the full team as required.



The New Dawn Safety Team Head, along with the Core School Safety Team, will be the main decision making body in the event of an emergency. All school-wide emergencies (Fire, intruder, bomb threat, etc.) should be immediately reported to the office of New Dawn Charter High School Principal. If time permits, the School Safety Core Team will convene to determine an appropriate course of action. Should events require an immediate response, emergency action authority resides with Principal or official designee. In addition to the School Safety team there is a Building Response Team (BRT) that responds to incidents relating to the health and safety of students and staff particularly during COVID. This group will comprise of a BRT leader, special needs coordinator, incident assessor, Emergency Officer, Assembly Point Coordinator and a reporter.

C. Concept of Operations

The initial response to all emergencies at New Dawn Charter High School will be by the Core School Safety Team. Upon activation of the Core School Safety Team, local emergency officials and the Board of Trustees will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required. The Core School Safety Team will also serve as the Emergency Response Team and Post Incident Response Team.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this Plan was made available for public comment during the Board meeting held in July and August 2020. We included representatives of all key School constituents and interested parties in the development and review of this plan, including a review at our first Parent Teacher Student Organization (open to the public) in the fall of 2020. The updated Plan was formally adopted by the Board in September 2020. To ensure student safety, the plan is considered "in effect" until such time as a changes need to be made regarding new legislation or state education policy mandates require such changes.

Our School Safety Plan 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 were supplied to both local and State Police. This Plan is reviewed periodically during the year and will be maintained by the Core School Safety Team. Annually, the Safety Plan will be reviewed by the Board of Trustees by their June Board meeting, prior to submission to the state by July 1 of each year.



SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES

A. Prevention/Intervention Strategies

New Dawn Charter High School believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Drills/Exercises/ Student Training, School Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency contact information as per the below:

Prevention Programs

Advisory Program – New Dawn values communication amongst its students and between students and staff members. The advisory program is designed to facilitate this communication and also provide a means for students to discuss bullying or other issues they are facing at school. The advisory curriculum includes lessons on how to identify and prevent bullying, as well as exercises and lessons designed to increase understanding between students and trust between students and staff members. Our schoolwide Positive Based Intervention Support (PBIS) program promotes and supports pro-social behaviors that promote a positive school climate and decreased discipline. Keep

School Counselors and/or Social Workers will help facilitate violence prevention meetings, conflict resolution sessions, peer mediation and forums for students concerned about bullying/violence, as well as establishing anonymous reporting mechanisms for school violence/ bullying, etc with the support of the School Safety Team and Administration. New Dawn also fosters a positive, safe learning environment for students by creating school schedules that minimize potential for conflicts or altercations. New Dawn also provides staff and Students training on safety practices and procedures to be used during COVID-19

Building Personnel Training

In preparation for planning and executing drills, the School Safety Team reviews information/guidance on the NYSED and New York State Center for School Safety websites as well as Safety Plans from other schools.



When hiring school safety/security personnel, the School 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.

The School will review the detail of its Safety Plans with all faculty and staff prior to school opening (including all plan logistics, roles and responsibilities, and back up plans), ensuring all are clear on all roles and responsibilities as well as logistics. All staff will sign off on having reviewed and understood School Safety Plans.

At least one Safety Team member will attend school safety training offered by the NYC DOE and share learning with the entire School Safety Team.

At all times, two members of the New Dawn Charter High School Safety Team have taken CPR and AED training.

New Dawn staff members are provided Violence Intervention training

Drills / Exercises/ Student Training

The School Safety Team meets with community emergency responders to participate in tabletop drills and coordinate emergency procedures. The “table top” exercises include playing through the execution of each of our multi-hazard plans using an actual school and neighborhood layout diagram. The School will review all emergency response plans with students within the first 2 weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.

The School will conduct mandated 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, as follows: The School will schedule the dates and times of drills with local officials; Just before a drill, the School will contact local officials to announce the drill is about to start. These drills include: fire drills, soft and hard lock-downs.

The tentative schedule for School Safety Drills can be provided by Safety Team.

Implementation of School Security Policies and Protocols

School Safety/Security roles at New Dawn Charter High School are expected to be as follows:

School Security: dedicated staff, located as follows:

At start and end of the school day there will be staff members at the front door.

During the school day, there will be no less than 1 staff person identified to patrol the building.



Hall monitors: Faculty and Administration will monitor hallways before and after school, and during class change times. Hall monitors and school safety personnel maintain order in the hallways by supervising the activities of all students, teachers, administrators, and visitors, and by preventing any minor student altercations from escalating into larger problems. All NDCHS monitors are members of the administrative team who have undergone finger print clearance and background checks, reference checks, and interviews.

All front office staff is trained in procedures relating to COVID-19 such as taking screening staff, students and vendors upon entry. School staff also has in place proper social distancing policies for students and staff along with wearing masks.

The New Dawn Charter High School security team oversees all security personnel and devices, in accordance with NYC DOE policies.

Other School safety protocols include:

All school visitors will be required to show identification upon entering the school building, and to wear a school name tag while in the school. As appropriate, visitors will be escorted to classrooms or offices.

The School will have security cameras located throughout the building.

Coordination with Emergency Officials

The Principal (School Safety Head) will contact local emergency officials to review emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills.

Maintenance of Vital Education Agency Information

An updated School Staff contact list (with cell phone numbers) will be maintained by the Dean of School. The office manager also maintains a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). Our student information system is virtual and can be accessed from any location, with all class lists, and emergency contacts in the event of emergency egress from the building.

B. Early Detection of Potentially Violent Behaviors



Early detection of potentially violent behaviors are important to identify and act upon. Any information that is provided from other students is related to the administrative team and then filtered to the appropriate parties for intervention, which can include a social worker or a student's mentor. Security may also be alerted to remove students suspected of such potential behavior in class to meet with the Dean or be further referred. If there is evidence to support a claim of potentially violent behaviors, the principal may elect to send one or both involved parties home for a "cooling off" period. The following day, those students would be admitted into the school with a peer mediation session to further support good relations and the end to any ongoing conflict.

C. Hazard Identification

By conducting a walk-through of the building, and in consultation with local police and school security staff, as part of developing the School Safety Plan, the potential emergency sites and situations were identified and can be found in the "Individual building plans":

D. Attendance

In the event of an emergency, it is critical to be able to account for all school members (students, staff). Daily attendance procedures, and the intersection with the School Safety Plan are as follows:

Students – Student attendance is taken by student sign in management system daily. Students must swipe in as soon as they enter the building. All attendance is tracked through our learning management system and can be accessed at any location to ensure that all students are accounted for.

Faculty and Staff - All faculty and staff must both swipe in and sign in on the Daily Staff Sign In/Out sheet at the front desk when they arrive at School. When they leave they must Sign Out on this same Sign In/Out sheet. In the event of an emergency requiring school evacuation, the Principal takes the Daily Staff Sign In/Out Sheet with her to the meeting place. The Sign In/Out sheet is used to account for each staff member.

E. Emergency Bag

An "Emergency Bag" will be located at the school in a location that staff will be aware of and contains this safety plan as well as faculty/staff directory, student directory, first aid kit and other emergency equipment.



All teachers will have a hand held sign that indicates if they need assistance or that everyone is accounted for in their class. Teachers bring this, along with a clipboard containing their student list during drills and emergency situations.

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. A soft and hard copy of this contact information will be maintained by the Principal and Director of Finance in their offices. 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. A soft and hard copy of this contact information will be maintained by Principal and Director of Finance in their offices. A record will be maintained of all Local Government Officials and Agencies requests and responses.

School (District) Resources Available for Use in an Emergency

The following school resources are available in case of an emergency:

- Cell Phone
- Tool Box
- First Aid Kit
- Flashlight
- Moving Cart



SECTION III: RECOVERY

New Dawn Charter High School 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 New Dawn Charter High School Safety Team will conduct an internal Situation Debrief 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 the New Dawn Charter High School Safety Team 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 New Dawn Charter High School Safety Team will conduct an internal Situation Debrief 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.



Appendix 1: Street Map

New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217





Appendix II: Local Resources Telephone Numbers

Emergency Services:	911
Local Police: 76th Precinct.....	(718) 834-3211
Local Fire Engine	911
NYC Department of Education.....	311
American Association of Poison Control Emergency Hotline.....	(800) 222-1222
Con Edison:.....	(800) 752-6633
Department of Environmental Protection.....	311