



**New York City Department of Education**

**Mark Rampersant**, Senior Executive Director

Office of Safety and Youth Development

## **Parent Guide to School Safety And Emergency Preparedness**

This guide outlines school planning to ensure a safe and secure learning environment for all students and staff. It includes information that is part of the overall School Safety Plan.

The Department of Education is committed to ensuring that parents are aware of emergency incidents and occurrences that may pose a threat to the health and safety of students and staff in New York City school buildings.

Parents may enroll to receive emergency notifications by e-mail, through the Notify NYC system, which may be accessed at the following website [www.nyc.gov/notifynyc](http://www.nyc.gov/notifynyc) or by calling 311.

**In the event of an emergency, you can obtain information about your child's school in the following ways:**

- **Call 311**
- **Check the Department of Education's website at <http://schools.nyc.gov>**
- **Receive calls from the school's automated phone system, or text or e-mail notifications.**
- **Read letters sent home with the students, or posted on the school webpage.**
- **Parents must discuss with school officials the ways that the school will communicate emergency information with parents.**

In the event of an emergency, school personnel will work in collaboration with the Central Department of Education administration, New York City Police Department, the New York City Office of Emergency Management, as well as State and Federal agencies as necessary to ensure the safety and security of students and school staff.

Parents are advised not to immediately report to the school during an emergency and to follow specific directions that are provided to ensure that all staff and students remain safe and that first responders can safely address the incident.

## School Information

### Building

New York City Police Department

THE LT. CURTIS MEYRAN AND JOHN BELLEW ED COMPLEX **Precinct:** 049 PCT PBBX

### Address Information

**Street Address:** 1640 BRONXDALE AVE

**City/State/Zip:** BRONX, NY

### School Contacts

#### PS/MS 11X498 - VAN NEST ACADEMY (11X498)

**Main Phone:** 718-409-3001

**ANA VALLECILLO (Parent Coordinator)**

**Fax Number:** 718-409-3002

**CAROL ANN GILLIGAN (Principal)**

#### P.S. X596 (75X596)

**Main Phone:** 718-409-3150

**DAWN HARNEY (Parent Coordinator)**

**Fax Number:** 718-904-5753

**JOHN SIRACUSE (Principal)**

#### Carl C. Icahn Bronx North Charter School (84X378)

**Main Phone:** 718-828-6107

**Maggie Crespo (Parent Coordinator)**

**Fax Number:** 718-691-2250

**Brenda Carrasquillo (Principal)**

## **Critical Security Notifications and Offices**

### **New York City Department of Education:**

**Office of Safety & Youth Development: (212) 374-4368**

**Office of Pupil Transportation: (718) 392 - 8855**

**Division of School Facilities: (718) 349 - 5799**

**Office of Special Investigations: (718) 935-3800**

**Respect For All (Bullying) Hotline: (718) 935-2288**

### **New York City Police Department:**

**Precinct:** 049 PCT PBBX (718) 918-2015

<b>Borough Safety Director</b>	<b>Borough</b>	<b>Telephone</b>
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Tierra Donaldson		718-828-4143
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### **Other related New York City and State Agencies:**

**Office of Special Commissioner of Investigations for the New York City School District: (212) 510-1500**

**New York State Central Register (Reporting of Suspected Child Abuse): (800) 635-1522**

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## **What is a School Safety Plan?**

At the beginning of each school year, all schools develop a School Safety Plan. The plan outlines the procedures that the school uses every day and in cases of emergency to provide a safe and secure environment in which effective teaching and learning take place. Each plan is approved by the Office of Safety and Youth Development and NYPD. In order to ensure safety for all students and staff, the specific emergency response plans and procedures of the School Safety Plan must remain confidential.

The School Safety Plan addresses the following major areas:

**School/Program/Academy Information** - This section lists the staff members, hours of operation, chain of command, class schedules, dismissal schedules, extra-curricular activities, and use of special facilities (i.e. swimming pools).

**Special Needs Students** - This section identifies students with special mobility needs and ways of addressing those needs.

**Medical Emergency Response Information** - This section outlines procedures for the dissemination of health information of individual students, implementing health recommendations, and for maintaining and accessing health supplies and trained medical personnel. It also outlines the use and storage of Automatic External Defibrillators (AED).

**School Safety Personnel Procedures and Assignments** - This section includes visitor control procedures, security scanning (where applicable), and protocols for responding to specific disaster or emergency conditions such as fire, sheltering-in, bomb threat, suspicious packages, hazmat, shooting, and kidnapping.

## **Who is on the School Safety Plan Committee?**

Chancellor's Regulation A-414 requires that the following individuals are required to serve on a school's Safety Committee: The principal, the UFT Chapter leader, the PT/PTA president (or designee), the school's Level III School Safety Agent (or designee), the custodial engineer, the dietician (or designee), the NYPD commanding officer (or designee) of the local precinct, and a student representative.

## **School Safety Agents**

School Safety Agents, who are part of the NYPD, work in conjunction with the school administrators to help maintain order and safety.

School Safety Agents have the following responsibilities:

- Respond to immediate security situations

- Help school personnel maintain discipline and order

- Follow visitor control procedures

- Patrol areas within and immediately surrounding the school building

- Prevent intruders from entering the school building

- Report serious incidents to the school administration and School Safety Division