

District-Wide Safety Plan

Brooklyn Laboratory

Charter Schools



Available for Public Comment

07/24/24-08/22/24

Introduction

Brooklyn Laboratory Charter Schools (LAB) is a community of open enrollment, college-prep, public charter schools dedicated to serving the highest need students regardless of their academic level, English language proficiency, or disability status. LAB is committed to promoting a positive school climate and culture that provides scholars with a supportive school environment in which they can grow socially and academically. To that end, LAB will provide a safe and healthy learning environment that is focused on academic achievement.

The Brooklyn Laboratory Charter Schools District Wide Safety Plan was first developed by the founding team of the school for our first year of operation (starting in August 2014) in consultation with local police and fire officials, as well as other relevant stakeholders, and has been updated based on evolving guidance and with Board oversight. Brooklyn Laboratory Charter Schools has grown into an education corporation that holds two charters (Brooklyn Laboratory Charter School and the Edmund W. Gordon Brooklyn Laboratory Charter School). This District Wide Safety Plan addresses district and school building level safety prevention and intervention strategies. This document will be reviewed by relevant constituents in accordance with local and state law, and in accordance with the policies set forth by the LAB Board of Trustees on an annual basis.

Safety Plan Goals

- To create a guiding document that informs school stakeholders of relevant procedures intended to keep scholars safe;
- To outline our procedures for responding to medical emergencies and acts of violence or criminal behavior that could affect the health and safety of scholars, including emergency parent notification procedures;
- To be aligned with the Schools Against Violence in Education (SAVE) Act, which contains information concerning the best school violence prevention and intervention strategies in the nation, pursuant to Commissioner's Regulation 155.17 and under the direction of the Brooklyn Laboratory Charter Schools Board of Trustees.

School Data

Brooklyn Laboratory Charter School operates as the High School, and Edmund W. Gordon

Brooklyn Laboratory Charter School operates as the Middle School.

School Information
School Address 77 Sands Street, Brooklyn, NY 11201
School Phone 347-429-8439
Community School District 13
Police Precinct 84 th / (718) 875-6811

Building Response Team

The Brooklyn Laboratory Building Response Team will comprise, but not be limited to, representatives from the Administration, Faculty, School safety personnel, and other school personnel as below. The Building Response 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.

Building Safety Team	The Building Safety Team gathers together and decides how to manage the crisis.
Network School Safety Team	The District School Safety Team people need to be made aware of the crisis. They may make district-level decisions and manage parent communication.
84th Precinct	NYPD School Liaison Officers - For emergency support as needed

Risk Reduction & Prevention

The foundation of our school's approach to safety and discipline lies in cultivating a set of values that are shared by everyone, building a strong sense of community in the school, and providing incentives to encourage positive behavior.

We believe in creating positive and supportive relationships between staff, scholars, and parents. The LAB Scholar and Family Handbook describes in detail the school's approach to creating an environment conducive to teaching and learning while also addressing scholars' behavioral concerns.

LAB will ensure that scholars are safe during their transitions to and from school and during the school day by implementing the following safety procedures.

Daily Security Procedures

The Office Manager will ensure daily:

1. Establishment of the time the building is to be opened and closed.
3. Establishment of classroom door and window policy.
4. All locks on doors and windows are functional and checked routinely.
5. All pathways to doors ensure free access and are checked routinely.
6. All doors function properly and lock and are checked routinely.
7. The building is secure at the end of the day and checked routinely.

Regular Stock of Emergency Equipment

The Chief Operating Officer will ensure:

1. Inspection of the first aid kit is routinely performed
2. Maintenance of a cell phone or walkie-talkie system for the Chief Operating Officer to utilize during telephone service disruptions.
3. Maintenance of battery-operated flashlights.
4. Maintenance of a battery-operated radio to listen to emergency broadcasts.
5. All fire exits, fire extinguishers, and fire and smoke alarms are working properly and are checked routinely (The school must cooperate with the Fire Department inspections and implement corrective actions immediately).
6. Maintenance of medication storage facilities and records.
7. Maintain a " Backup" system for important paper and computer files.

Arrival Details

During arrival and dismissal, the School will have staff located in hallways, the ground-floor lobby, and the front entrance to ensure that students arrive and depart safely, including monitoring safety around the New York City Transit bus stop.

To ensure student safety, lab staff members will greet students approaching the school with positive remarks during arrival and dismissal.

In the case of a student with limited mobility, they would take an alternative entrance.

Upon arrival, students will be greeted by a staff member(s), their belongings will be scanned, and they will swipe in for attendance. Staff members will be present on each of the landings of the internal staircase to assist with moving students up the stairs during this arrival window.

General Dismissal Procedures

- Students remain in homerooms pending calls to end of day transition.
- Transitions occur through the internal and external staircase.
- Operations support to ensure students are transitioning in sections to prevent crowding.
- Staff members accompany scholars during transition and manage interactions.
- School support staff are on call to address parent and community concerns as needed

Additional Considerations for Dismissal

- Staggered dismissal waves depend upon student participation in various supervised after-school activities

Scholar Absence Notification

- To ensure the safety of our scholars, families will be notified of their scholar's absence from school via a school call/text/email.

School Visitor Procedure

- All visitors must state the purpose of their visit and the individual they are visiting.
- Guests must go through the following check-in procedures:
 - Provide a valid ID
 - Complete the sign-in log
 - Receive a LAB Visitor's Pass

Training Drills and Exercises

- In accordance with the New York State Education Department (NYSED) or New York City Department of Education (NYCDOE). LAB will conduct a variety of safety drills throughout the school year, including:
 - (8) Evacuation Drills and Shelter Drills
 - (4) Lockdown Drills
- LAB will have at least six certified AED and CPR staff members.

- During staff professional development in the weeks before the school year begins, all LAB staff members participate in tabletop exercises and drills to better understand emergency response procedures.
- The Chief Operating Officer is responsible for bringing the school's emergency box. The box will contain floor plans, master keys, parent rosters, phone numbers, student and staff attendance for the day, and contact information for the building owners and the school's board of trustees.
- The emergency evacuation will be established as stated in the confidential Building-Level Emergency Response Plan and have a capacity greater than the size of the student and school staff population.
- Student, staff, and visitor accountability systems will be tested during fire and other emergency drills.
- School Leadership will meet with members of local emergency responders (police and fire departments) to review our policies and procedures and seek feedback. These emergency responders will be invited to participate in any safety drills that the school conducts and be responsive to any drills that the responders may request to perform.

Response

In the event of an emergency or pending emergency, the safety plan and chain of command herein will be activated. The appropriate authorities will be contacted through available communication methods.

Notification and Activation

In the event of an emergency, the following internal and external communications systems will be utilized.

The standard notification protocol will be for

- Notification of an incident or hazard development to the School Principals and Chief Operating Officer will communicate that emergency to the CEO as soon as possible following its detection
- In the event of an emergency, the Chief Operating Officer/PALS/Office Managers will notify all building occupants to take appropriate protective action

Upon the occurrence of a violent incident, the Chief Operating Officer, Principals, or Head Deans will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School.

In the event of a disaster or violent act, as necessary, the Chief Operating Officer, Principals, or Head Deans will also notify all staff by walking to classrooms if immediate communication is required, conducting an emergency staff meeting if the situation does not require immediate communication, and calling the Board of Directors via phone.

Contacting Parents/Guardians

LAB keeps up-to-date records of parent and emergency contact information for each scholar, including all persons authorized to leave with a scholar in an emergency. This information is kept electronically as well as on paper. In case of an emergency situation that warrants it, the school will use landlines and cellular phones to contact caregivers and/or emergency contacts. All available non-instructional staff will assist teachers in calling scholars' families. If cell phone communication is difficult, calling stations will be set up in LAB's offices throughout the building to use all available school landlines. The school also maintains a website (www.bklabprep.org), which can be used to post any messages necessary for parent communication. Local media may also be used if the situation warrants (see Important Contact Information).

School Cancellation

School may be canceled for various reasons, including inclement weather, union workforce strikes, acts of war, terrorism, or any other situation where the school administration feels students and/or staff members are in danger. LAB will utilize various strategies to inform the public of school closings, including posting this information on the school's website, sending emails/text messages, and calling the students' caregivers when possible.

Early Dismissal

If the student needs to leave the school premises before dismissal, the authorized parent/guardian will inform the school via email. An operations team member will confirm this request via phone call.

Emergency Early Dismissal

An emergency early dismissal may arise in case of unforeseen circumstances such as a fire, gas leak, bomb scare, act of war, act of terrorism, or any other situation where the administration of the school feels the students and/or staff are in danger.

Fire

In the event that the building must be evacuated, the fire alarm will sound. Evacuation supervision will be conducted by members of the LAB Building Response Team, each of whom will be assigned a specific role.

Classroom Evacuation:

When the fire alarm sounds, teachers and students will proceed as follows:

1. When the alarm sounds, scholars freeze, stop talking, and listen to the teacher's directions.
2. Scholars will form a single-file line and await further instruction from the teacher.
3. The teacher must grab the blue emergency bag and lead the class out of the door. The teacher will check to ensure that no scholars have been left behind; they will turn the lights off and close the door to the classroom.
4. Teachers will not wait for scholars in the bathroom, drinking water, and at the nurse to evacuate the building with their class. See #11 for how these scholars will be escorted out of the building.
5. Teachers will lead their class out of the building following the designated evacuation route for their classroom/area. If another teacher (instructional assistant or specialist) is present, they will stand at the back of the line to help ensure the class stays together.
6. Teachers on prep/break periods should follow the evacuation procedure for the room/area they are in, follow the instructions of the BRT floor captains, and provide support where needed.
7. Classes will exit the building according to the exit assigned to each room/area by the Chief Operating Officer.
8. A member of the operations team will post open the main doors until the evacuation is complete and will be posted at the location listed confidential Building-Level Emergency Response Plan.
9. Once a class reaches its designated evacuation area, teachers will do another headcount of students.
10. An operations staff member brings the Emergency Contact Binder outside.
11. At the beginning of the year, non-instructional staff members will be assigned the roles of floor captains. These positions will have an alternate in case of an absence. Each floor will have a designated captain responsible for sweeping the floor. Any scholars found will be escorted out of the building by the sweepers and reunited with their class once outside.
12. Once the headcount is complete, and after the last floor captain is out of the building, teachers will check in with sweepers to ensure all students have accounted for.
13. Everyone is to remain in place until all is clear. Once all is clear, teachers and students will re-enter the building.

Non-Classroom Evacuation:

1. All other individuals inside the building will follow the designated evacuation route for their room/area.
 - a. The nurse will bring a first aid kit with him or her upon evacuation.
 - b. Individuals with students at the moment of evacuation will escort those students outside and help them find their classes.
2. Upon exiting the building, all individuals should follow suit behind the classes and teachers and help with scholar management.

In the case of a scholar with limited mobility, the evacuating teacher will ensure that the scholar has a clear path out and either ensure or summon support to get the student out safely.

In the event of an actual fire, a location outlined in the confidential Building-Level Emergency Response Plan, will serve as meeting point for parents to pick up their scholars.

Confirming Evacuation Completeness:

The designated sweepers will sweep each floor and ensure everyone evacuates the building. After hearing an “All Clear” from the sweepers, the Chief Operating Officer will immediately contact local authorities via 911 to inform the city that the space is clear. Local media outlets will be notified to inform parents of the evacuation. Large signs will be posted at the school door, along with any personnel who can stay at or near the building, to inform parents of what has occurred.

Intruder

A lockdown emergency occurs when an intruder or dangerous presence is in the school building. The lockdown emergency response will be utilized in the case of Intruders, Hostage/Kidnapping Situations, and Terrorist Acts/Civil Disturbance/Natural-Weather-Related Emergencies—please see the school safety plan.

Operations staff will then notify 1) Authorities, 2) the Chief Executive Officer, 3) The Landlord, and 4) The New York State Department of Education. The Operations Associate will transfer all calls to the main phone line to the Chief Executive Officer’s office, and all main office staff will proceed to the nearest classroom.

Terrorist Act/Civil Disturbance/Natural-Weather Related

Procedures for “Intruders” will be followed. All doors to the outside of the school will be secured and locked. Local media will be monitored, and communication with local authorities will be attempted to gauge the situation's progress. If necessary, mass notifications via email, text, or phone call will be sent out to parents to inform them of the situation.

Biological/Radiological/Nuclear Event

All person(s) will be moved away from windows and into secured hallways. All adults will be responsible for shutting windows and doors if possible. All people will remain in these hallways until it is deemed safe to return to classrooms. If safety permits, adult staff will attempt to secure food and drink from the kitchen. All doors to the outside of the school will be secured and locked. Local media will be monitored, and communication with local authorities will be attempted to gauge the situation's progress. Attempts to inform the local media will be made to communicate with parents. If necessary, auxiliary staff will communicate with parents to inform them of the situation.

Gas Leak

Students will be evacuated via the "Fire" warning system. An administrator or their designee will call emergency services to report the incident. Depending on the severity of the situation, attempts will be made to inform the local media to communicate with parents. If necessary, auxiliary staff will communicate with parents to inform them of the situation. The school's website will also be updated (if possible) to include pertinent information. Floor plans of the school, which include entrances and stairwells, will be on file with the local fire department. In any case, where the gas leak is not resolved in a timely manner, students and staff will transition to the location outlined in the confidential Building-Level Emergency Response Plan.

School Bus Accident

After reporting the accident to local authorities, the bus driver will call the school and report any accident immediately. If on a school field trip, the teacher in charge is expected to also call the school and report to the administrator the severity of the situation. If deemed necessary, auxiliary staff will call parents to inform them of the situation.

Bomb Threat

All personnel who are charged with answering school phones regularly will follow the school procedures as outlined in the confidential Building-Level Emergency Response Plan when receiving a threatening phone call:

Threats or Acts of Violence

Serious, Credible, Implied or Direct Threats

LAB staff members will make every effort possible to diffuse any situation where an act of violence is possible. Staff involved in the situation will notify LAB administrators as soon as possible of any implied or direct threat. Members of LAB's administration, along with any other staff members involved in the situation, will determine the level of the threat.

The next step would be to contact any other parties pertinent to the situation (i.e. parents). If the situation warrants, the local law enforcement agencies would also be called. This situation will be monitored, and plans will be adjusted as necessary.

LAB has determined that an implied threat will include any statement or action interpreted as wanting to cause harm or endangering the welfare of any individual or group(s) of people, the school building, or other property. LAB will work closely with the school social workers to identify early detection signs of potentially violent behaviors. The school will also provide non-violent conflict resolution/de-escalation training programs for all staff such as CPI training and Dignity for All Students in accordance with the Dignity for All Students Act. LAB will also establish an anonymous reporting mechanism whereby scholars can report incidences of bullying or violence.

School security diffuses any conflicts between adults in the building, and the school's leadership determines whether authorities need to be involved.

Acts Of Violence

LAB staff members will make every effort to diffuse any situation in which an act of violence is possible. Staff involved in the situation will notify LAB administrators as soon as possible.

The next step would be to contact any other parties pertinent to the situation (e.g., parents). If the situation warrants, the local law enforcement agencies would be called as well. This situation would be monitored, and plans adjusted as necessary. The school employs a zero-tolerance policy for an act of school violence, and all situations are dealt with in accordance with the LAB Scholar and Family Handbook.

School security diffuses any conflicts between adults in the building, and the school's leadership determines whether authorities need to be involved.

Medical Emergency

A Code Blue emergency includes all potentially life-threatening emergencies on the LAB campus. These include, but are not limited to, extreme trouble breathing, cardiac arrest, severe bleeding, allergic reactions, and seizures. Staff members must act immediately if a student or an adult is experiencing a life-threatening emergency.

Security of a Crime Scene

The Chief Operating Officer or their designee is responsible for crime scene security and

crime-related evidence until relieved by law enforcement officials. No item will 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.

Recovery

The LAB Recovery Process will be led by the Post-Incident Response Team and will include, but not be limited to:

Short term:

- Mental health counseling for staff and students
- Building Security
- Facility restoration
- Post-incident critique

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.

The LAB 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 any incident's recovery stage, the LAB School Safety Team will conduct an internal after-action review 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.

