



**Uncommon Schools NYC District-Wide Safety Plan
2023-2024**

Excellence Boys-EA	225 Patchen Avenue	Brooklyn	NY	11233
Excellence Girls-EA	794 Monroe Street	Brooklyn		11221
Kings Elementary School	905 Winthrop St	Brooklyn		11203
Leadership Prep Bedford				
Stuyvesant- EA	141 Macon Street	Brooklyn		11216
Leadership Prep Brownsville-EA	985 Rockaway Ave	Brooklyn		11212
Leadership Prep Canarsie-EA	1001 E. 100 Street	Brooklyn		11236
Leadership Prep Ocean Hill-EA	51 Christopher Ave	Brooklyn		11212
Ocean Hill Pre-K	850 Montgomery Street	Brooklyn		11213
Ocean Hill Elementary School	791 Empire Boulevard	Brooklyn		11213
Williamsburg Elementary School	140 Montrose Ave	Brooklyn		11206
Uncommon Collegiate Charter	832 Marcy Avenue	Brooklyn		11216
Uncommon Charter High School	1485 Pacific St	Brooklyn		11216
Uncommon Leadership Charter				
High School	999 Jamaica Avenue	Brooklyn		11208
Uncommon Prep Charter High				
School	6565 Flatlands Ave	Brooklyn		11236
Bedford Stuyvesant Collegiate	800 Gates Avenue	Brooklyn		11221
Excellence Boys-MA	225 Patchen Avenue	Brooklyn		11233
Excellence Girls-MA	1600 Park Place	Brooklyn		11233
Kings Collegiate	1084 Lenox Road	Brooklyn		11212
Leadership Prep Bedford				
Stuyvesant-MA	141 Macon Street	Brooklyn		11216
Leadership Prep Brownsville-MA	213 Osborn Street	Brooklyn		11212
Leadership Prep Canarsie-MA	1070 E. 104 Street	Brooklyn		11236
Leadership Prep Ocean Hill-MA	51 Christopher Ave	Brooklyn		11212
	1137 Herkimer St, 3rd			
Ocean Hill Collegiate	Floor	Brooklyn		11233
Williamsburg Collegiate	157 Wilson Street	Brooklyn		11211

Section I: General Considerations & Planning Guidelines

A. Purpose

The Uncommon Schools NYC Charter Schools District-Wide Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Senior Director of School Support, Uncommon Schools NYC appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

B. Identification of School Teams

As referenced in the previous section, Uncommon Schools NYC Charter Schools has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the administration, facilities management, external relations personnel and other school personnel. The members of the team and their positions or affiliations are as follows:

Member’s Name	Position of Affiliation
Lucie Carlino	Senior Director of School Support
Rosemary Diaz	Director of Operations
Jihane Thervil	Director of Operations
Carla Quamina	Director of Operations
Jeremiah Pickert	Director of Operations
Justin Solomon	Director of Operations
Rachel Burks	Director of Operations
Ashley Russell	Director of Operations
Garcelle Coldros	Director of Operations
Mikayla Kimble	Director of Operations
Chantelle McLean	Director of Operations
Shahrzad Makaremi	Director of Operations
Joy Meekins	Director of Operations
Freddy Makayan	Director of Operations
Rita Chan	Director of Operations
Michael Baca	Director of Operations
Leah Clarke	Director of Operations
Lauren Silver	Director of Operations
Odera Ubaka	Director of Operations
Vincent Baggett	Director of Operations
Patrick MacKenzie	Director of Operations
Daniella Gafen	Director of Operations
Kassandra Diaz	Director of Operations
Hannah Herbert	Director of Operations

C. Concept of Operations

General protocols reflected in the Uncommon Schools NYC Charter Schools Safety Plan

guide the development and implementation of the Building-Level Emergency Response Plans. The Uncommon Schools NYC Charter Schools Safety Plan sets forth the general procedures and protocols to be adhered to at each school and serve as the standard operating procedures. In developing the Safety Plan, key internal and external stakeholders were involved in order to garner the best local operational knowledge and the best emergency management and safety expertise in creating and revising the plan. Our Uncommon Schools NYC Schools are an integral part of the community and, as such, it is important that community stakeholders are involved and understand the role of the school district and its relationship to the safety of the community at large.

Incident Commander

Uncommon Schools NYC designates the Director of Operations of each school as the Incident Commander responsible for coordinating communication between school staff and law enforcement and first responders, and ensuring staff understanding of the district-level safety plan. The Incident Commander also be responsible for ensuring the completion and yearly updating of building-level emergency response plans.

The Incident Commander will be responsible for:

1. Coordination of the communication between school staff, law enforcement, and other first responders;
2. Leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
3. Ensuring staff understanding of the district-wide school safety plan;
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
5. Assisting in the selection of security-related technology and development of procedures for the use of such technology;
6. Coordinating appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
7. Ensuring the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

A. Prevention/Intervention Strategies

This section will identify specific prevention and risk reduction strategies that have been implemented within the Uncommon Schools NYC schools. Many of these components serve as both prevention and risk reduction tools.

Program Initiatives

Uncommon Schools NYC recognizes the importance of curriculum and activities that improve the school culture and communication throughout the school community and that encourages the reporting of potentially dangerous, suspicious or violent behavior, including but not limited to communication with school social workers, school support teams, and DASA reporting. The following is a partial list of such current initiatives:

- Peer mediation, conflict resolution, and diversity programs on a co-curricular, extra-curricular, and counseling basis
- Whole school community meetings to discuss pertinent issues
- Interventions by teachers, behavior teams, social workers, school staff, external mediators, nurses, and administrators
- Group setting discussions with school social workers
- Character Education programming
- Extra-curricular programs
- DASA reporting
- Restorative practices

Training and Drills

- Uncommon Schools NYC Charter Schools provides annual multi-hazard school safety training for all staff and students. The components of this training will be consistent across our schools while the means of communication will likely be varied due to the specific needs of program participants involved. Staff training is routinely conducted during the professional development period at the beginning of the school year and will be followed by drills that include the entire school population.
- Uncommon Schools NYC Charter Schools will conduct drills and exercises to test the components of the Building-Level Emergency Response Plan. The use of tabletop exercises to accomplish this task in coordination with local and city emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals. At a minimum, twelve evacuation drills (fire drills) and four lockdown drills. There will be five fire drills and two lockdown drills prior to January 1st.

Implementation of School Safety

- **Routine Precautions**

All staff are expected to immediately report to their Directors of Operations any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community.

- **Limited Access**

Uncommon Schools NYC has established policies and procedures relating to school building security, including where appropriate the use of school safety officers and/or security devices or procedures, the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity.

All security personnel must be registered with New York State as security officers. As a Security Guard (also referred to as a School Safety Agent), each guard must complete an eight-hour and a sixteen-hour security officer's course. In addition, the Security Guards have received further training in observing behaviors, assessing situations to prevent, identify and respond to any given situation.

The DOE or the Security Guard contractor ensures that such training requirements have been met. The Security Guards and other staff who cover the front entrance have received training in maintenance of sign-in and sign-out logs and in requiring all visitors to show ID and to sign in and sign out. Procedures are in place and practiced for notifying administration and staff of visitors and for not permitting visitors to pass the security desk without notice. If there is a situation where an adult cannot be secured at the security desk, 911 will be called.

- **Visitor Policy**

Uncommon Schools NYC’s Visitors to Schools policy will provide the details related to how visitors are handled at each building. Should an unannounced visitor appear at a classroom, office or be observed in the hallways without proper identification (visitor pass or a note from the office), staff may approach and inquire as to a subject’s business or contact their school’s main office immediately. Additionally, any visitors to the district have been limited to those required to be in buildings.

- **Student Sign-Out Procedures**

Schools are diligent in ensuring that only those persons authorized to sign-out students are allowed to do so utilizing the applicable data maintained within PowerSchool. Staff may also require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate.

- **Fire Alarm**

Fire alarms and fire response procedures are tested regularly consistent with New York State Education Department regulations.

B. Early Detection of Potentially Violent Behaviors

Uncommon Schools NYC Charter Schools recognize the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, Uncommon Schools NYC will ensure that appropriate school violence prevention and intervention training will be incorporated into all phases of staff professional development.

Students, parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an investigation can commence in a timely fashion if deemed necessary.

This communication may extend beyond Uncommon Schools NYC staff to include members of the Safety Team, Mental Health Professionals, etc., when deemed appropriate and within existing legal parameters.

C. Hazard Identification

The list of sites of potential emergency include: all school buildings, parking lots, properties adjacent to schools, buses, and off-site field trips. The School Safety Team has assessed

Uncommon Schools NYC facilities for any unique hazards and has documented them on the Building- Level Emergency Response Plan in support with their DOE co-located school if they do share a building.

SECTION III: RESPONSE

A. Notification and Activation (Internal and External Communications)

Building Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of a violent incident. Uncommon Schools NYC Charter Schools maintains a list of local law enforcement agencies, and the designation of the individuals who are authorized to contact the law enforcement agencies.

The process for informing individual schools within the Uncommon Schools NYC Charter School district of a disaster or an act of violence include the following possible forms of communication: telephone, e-mail, or others as appropriate.

The system may specify that in the event of an emergency, or impending emergency, Uncommon Schools NYC Charter Schools will notify all school leaders to take appropriate action. Uncommon Schools NYC will utilize SchoolMessenger to contact guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal.

B. Situational Multi Hazard Responses

In the event of a catastrophic emergency, the evacuation of the building and the preservation of life is the only consideration. It is anticipated that specific procedures outlined in this document, particularly as they relate to notifications, line of authority, etc., may well be violated in cases involving catastrophic emergencies.

There are many variables that could impact the manner in which the Building Emergency Response Team responds to a particular occurrence. These variables could include: time of day, weather, age of students, and location of students, anticipated response time of emergency responders, availability of support personnel, and availability of transportation. Specific emergency situations are identified and standard response procedures are detailed in the Building-Level Emergency Response Plans; however, given the aforementioned variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

The Director of Operations is designated as the person in charge – the Incident Commander – during the initial response to any emergency in our schools.

In most instances where this level of school response is warranted, Uncommon Schools NYC Charter Schools will be seeking assistance from outside emergency responders in resolving the situation. As such, the immediate objective is generally to contain and manage the incident until the emergency responders arrive on scene. Procedures for obtaining advice and assistance from local government officials including the local or city officials responsible for implementation of Article 2-B of the Executive Law will be followed. By contacting 9-1-1, the system for coordinating the delivery of assistance from both the city and local agencies will be activated.

The Building-Level Emergency Response Plans include procedures and actions that will be implemented in the event of the occurrence of a hazardous event. Such plans are not available to the public, nor are they to be included in the Safety Plan.

Responses to Acts of Violence: Implied or Direct Threats

The policies and procedures for responding to implied or direct threats of violence, including suicide, by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency Response Plans. The following types of procedure(s) may be used by Uncommon Schools NYC Charter Schools:

Use of staff trained in de-escalation strategies to diffuse the situation

- Inform Director or Principal of implied or direct threat
- Determine level of threat with Incident Commander
- Contact appropriate external mental health agency or law enforcement agency, if necessary
- Monitor situation, adjust responses as appropriate, and include the possible use of the Emergency Response Team.

Acts of Violence

The policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency Response Plans. The following types of procedure(s) could be used by Uncommon Schools NYC Charter Schools:

- Determine level of threat with the Incident Commander
- If the situation warrants, isolate the immediate area and evacuate if appropriate
Inform Director or Principal
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

Uncommon Schools NYC’s selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions, implied or direct threats of violence by students against themselves, including suicide, and kidnappings will be included in the Building-Level Emergency Response Plans.

The following possible protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents, and guardians
- Procedures to notify law enforcement, and other emergency personnel
- Procedures to notify media
- Debriefing procedures

Procedures for Obtaining Emergency Assistance from Local Government

Arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include contacting 9-1-1 immediately.

Procedures to Coordinate Use of Internal Resources and Manpower During Emergencies

Uncommon Schools NYC Charter Schools will use the Incident Command System to coordinate the use & distribution of school resources and manpower during emergencies.

Protective Action Options

Plans for taking the following actions in response to an emergency where appropriate will be included in the Building-Level Emergency Response Plan: school cancellation, early dismissal, evacuation, and sheltering.

Protocols for a Public Health Emergency

Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations, in the event of a declared public health emergency, involving a communicable disease. The new legislation will constitute New York State Labor Law Section 27-C, and serves as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to 2801- A of the Education Law that will require additions to the district plan. 2801-a (m) - protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of section 27c of the labor law.

Essential Personnel:

ESSENTIAL PERSONNEL	JUSTIFICATION OF NECESSITY
Director of Operations	<ul style="list-style-type: none"> ● Incident Commander ● Responsible for access to schools for staff and emergency personnel. Maintains physical security of schools, oversees alarm, access control and CCTV systems. ● Responsible for all personnel assigned to disinfect the buildings and maintenance of the schools/offices. Distribution of PPE to essential staff. ● Responsible for approving essential items, i.e. payroll, procurement of emergency supplies.
Principal	<ul style="list-style-type: none"> ● Ensures continuation of instruction and communication with students and their families. ● Coordinates services i.e. mental health, liaison with town/state agencies for acquiring PPE supplies.

Special Projects Coordinator/Manager	<ul style="list-style-type: none"> • Potential may arise to coordinate distribution of technological devices, food, etc. to students. • Where necessary, to ensure the continued operation of the district.
Office Manager/Receptionist	<ul style="list-style-type: none"> • Provides communication to the community (i.e. website, social media, school messenger). • Where necessary, to ensure the continued operation of the district.
Custodial Staff	<ul style="list-style-type: none"> • Responsible for ensuring that food is prepared and distributed daily to the community. • Disinfects and cleans all schools, following a closure. Sanitizes areas that essential staff utilize. Replenishes PPE and supplies for essential workers and at entry points. • Where necessary, to ensure the continued operation of the district.

Distribution of Technology & Remote Instruction:

The sign-out process for issuing technology to students and staff will be as follows:

Administration, faculty, and students have already been issued wifi enabled devices to use for district needs. The IT department will evaluate, on a case-by-case basis, the individual needs, along with every request relating to distributing devices and downloading software technology.

Requests to have phone calls forwarded to personal phone lines will be made to the respective supervisor, and, if approved, the IT department will work to fulfill such request.

The following programs may need to be used by essential and non-essential staff, and students, and are not limited to the following:

Email	Google Classroom Suite
Clever	Amplify Reading
mClass	Zearn
Epic Reading	Actively Learn
Desom	Gizmos

Illuminate	PowerSchool
------------	-------------

Response to State-Ordered Reduction in Workforce:

In the event of a state-ordered reduction in workforce, those employees deemed essential will be strategically deployed in a fashion so that they are working within the guidance provided by the Department of Health such as maintaining safe distances from one another. Additionally,

- In-person days may be staggered by cohort groups.
- Employees may be permitted to work remotely.
- Contractors may not be permitted on campus during school hours.
- Visitors may not be permitted on campus during school hours.

With respect to managing transportation services provided to the district, in addition to the wearing of facial coverings, the following measures have been taken:

- Buses will stagger seating.
- Members of the same household sit together.
- Buses will load back to front when applicable
- Arrival and departure activities shall be supervised to ensure social distancing.
- Whenever possible, a single driver will be assigned to the same bus and routes.
- Bus windows and roof hatches will be kept open to allow for ventilation.
- Buses will be disinfected at the end of every run and deep cleaned periodically.

PPE

This information shall serve as a plan for ongoing procurement, storage, dissemination and maintenance of Personal Protective Equipment (PPE). The district will provide at least five pieces of PPE (cloth/ disposable mask, gloves, hand sanitizer, disinfectant) for each school- based employee. The Director of School Support will serve as the liaison for the district to obtain, disseminate and maintain all PPE.

The ongoing procurement of said PPE will be in line with the district’s purchasing routes. The Director of Operations will decide on proper storage areas within their school, based on availability, and also ensure that compliance with manufacturer’s storage recommendations are adhered to. Ongoing inventory will be maintained by the schools.

Known Exposure

The district will adhere to all federal, state and local laws regarding available leave, in the event that an employee needs to receive testing, treatment, isolation or quarantine.

Contact Tracing

The district utilizes a variety of methods listed below for time and attendance tracking:

- Elementary, Middle, and High School all use a biometric system to track in-person staff attendance.

All employees electronically acknowledge their health status before reporting to work. Individuals who do not report to work must notify their supervisor, and their absence will be recorded in the Human Resource time and attendance system. Payroll, attendance, and/or time cards will further document an employee’s presence on campus.

- Any contractor assigned to work in the district, must first be cleared to work in a specific location by the Director of Operations, and once approved, will mandate that project managers maintain documentation with dates and specific hours that each employee worked on a site.
- In the event that an essential employee is scheduled for an off-site visit (out of the building), the employee must get prior approval from their direct supervisor, so that in the event of an exposure, contact tracing can be implemented.
- Non-essential visitors will not be allowed on site, however, exceptions may be made on a case by case basis.

Emergency Housing

The District will work with the NYC health department to provide a list of available housing. The employee will be directed to work with Human Resources to the extent possible.

SECTION IV: RECOVERY

A. Support for Buildings

After an incident, the Uncommon Schools NYC Charter Schools Crisis Plan will be initiated by the appropriate level emergency response team. Necessary resources will be deployed in order to support the Emergency Response Team and the Post-Incident Response Team.

B. Disaster Mental Health Services

Mental health services needed will be addressed by the appropriate emergency response team using the Uncommon Schools NYC Charter Schools Crisis Plan.

SECTION V: ANNUAL PLAN REVIEW

Directors of Operation are responsible for annual completion of the following:

- Be familiar with all duties and responsibilities of the building leaders or designees.
- Update the Site Emergency Plan by the last day of August of each year and submit a copy of the plan to the District Emergency Planning Coordinator.
- Assign staff to roles and responsibilities of members and alternates
- Ensure that all staff are trained in emergency responses and preparedness roles & responsibilities.
- Establish a schedule for multi-hazard drills
- Update the list of employees who are trained in first aid, CPR, and restraint
- Arrange with the Incident Commander for updated training as necessary.
- Update as necessary the site floor plan showing evacuation routes and locations of assembly areas, emergency supplies and equipment, fire extinguishers, fire alarm pull stations, master electrical panels and main water and gas shut-off valves
- Ensure that emergency procedures are posted in each classroom and in cafeterias and teacher workrooms
- Update the list of any disabled students or employees or those who may need evacuation assistance or other special assistance.
- Conduct an inventory of all emergency supplies and equipment and coordinate with the Incident Commander to replace used or outdated supplies and equipment.
- Maintain a list of emergency phone numbers in a readily accessible location.