



DISTRICT-WIDE SCHOOL SAFETY PLAN

Mission Statement:

Brilla Public Charter Schools, K-8 Schools in the classical tradition, help students to grow intellectually, socially and physically into young men and women of good character and spirit, and to be prepared for excellence in high school college and beyond.

Brilla Public Charter Schools (Brilla) is a network of free public charter Schools in the Bronx. Brilla prioritizes a joyful environment, works in partnership with families, and believes that character development is just as important as academic outcomes. The first step to doing all of this is providing students with a safe and welcoming environment that facilitates learning.

Threats of Violence:

All threats of violence are taken seriously at Brilla Schools. Brilla Public Charter Schools has established policies and procedures for responding to implied or direct threats of violence by students, visitors, teachers and other school personnel. These policies and procedures name courses of action to be taken for contacting parents, school-based personnel, and other affected parties in the event of an emergency.

All threats of suicide or self-harm either by children or adults are considered a threat of violence. Threats of violence by children will be reported to the parent, police and/or the Administration of Children Services. According to the gravity of the situation. The course of action will be determined by the school-based admin team which includes the Principal, Assistant Principal, Operations Manager and Student Services Manager. The Principal will take appropriate follow up actions. Threats of violence by adults will automatically be reported to the police.

In all cases of threats of violence, the school will run a formal internal investigation. Staff will follow up with the person that heard or learned of the threat and start a formal internal investigation. A member of the school admin team will work with the parents and guardians of the student. Additionally, a member of the school admin team will work with the Student Services Manager and the school Social Worker for a risk assessment. In emergency situations, all staff are directed to call 911. In cases where the school deems it unnecessary to call 911 but then the situation worsens, staff will encourage parents to call 911 or to take the student to emergency room for a formal risk assessment. Additionally, school staff will provide parents with mental health resources including referrals and mental health contact numbers. A link to mental health resources for educators compiled by the New York State Education Department is [here](#).

Acts of Violence:

Brilla Public Charter Schools has established policies and procedures for responding to acts of violence by students, visitors, teachers, other school personnel.

When a student engages in behavior that poses a substantial risk of serious injury to the student or others, schools must determine the appropriate way to address the behavior and consider whether the situation can be safely de-escalated by school staff as set forth below. In such situations, the Student Emergency and Crisis Response Plan will be followed. All members of school-based admin are trained in this plan, and the operations and student services teams are available as resources in these situations.

Contacting Parents and Guardians:

When a student engages in behavior that poses a substantial risk of serious injury to the student or others, the principal/designee must be notified of the situation and must attempt to reach the parent/guardian. In the event of a violent incident or any other emergency-related early dismissal, the Principal or his/her designee will contact parents/guardians or persons in parental relation to the student. Parents will be contacted via recorded phone message, mass text message, mass email, or bulletin board post on the school's website. Additionally, master lists of parent contacts and emergency contacts are kept in the Main Office and in each of the classrooms.

School Building Security:

Brilla Public Charter Schools has established policies and procedures relating to school building security. These policies and procedures include, where appropriate, the use of school safety officers, 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. Each guard must complete one eight-hour and one sixteen-hour security officer's course. In addition, the Security Guards have received further training in observing behaviors and assessing situations to prevent, identify and respond to any given situation. The Security Guards and other staff who cover the front entrance have received training in maintenance of sign-in and sign-out logs which includes requiring all visitors to show ID. 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.

Annual School Safety Training:

Brilla Public Charter Schools has established policies and procedures for annual school safety training for staff and students. Staff and students receive training on the emergency response plan, which includes training on violence prevention and mental health. New employees hired after the start of the school year shall receive training within thirty days of being hired.

Bomb Threats:

Brilla has established the following protocols for responding to bomb threats:

1. If a suspicious package is observed, school personally are directed not to touch and the principal or his/her designees, Network Director of Operations (NDOO), and the NYPD are notified immediately.
2. PA system or Fire Drill Bell Notification to alert staff of situation.
3. Decision to evacuate to be made by Principal in consultation with the Operations Manager and the NYPD.
4. Notify the Emergency Information Center (718) 935-3210.
5. No transmissions to 911 via radio (walkie talkie) or Cell/Mobile Telephone. All notifications must be made by regular land lines.
6. Identify location, number and extent of injured. If possible, retrieve the pedigree of victims with home contact numbers and make notification as necessary.
7. If the building cannot be re-entered, evacuated students and staff are to be sent to school across the street with attendance information as prescribed in the School Safety Plan.
8. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
9. Brilla Staff will secure the area affected.
10. No one is to re-enter the building/affected area without authorization from appropriate agency.
11. If building cannot be re-entered, the Principal or his/her designee will contact parents/guardians via recorded call, mass text message, and/or mass email to arrange for early pick-up times for students needing to go home.

Intruders:

Brilla Public Charter Schools has established the following protocols for responding to intruders. If an intruder is discovered in the building, a coded PA system ALERT will notify the faculty of the hazard. The announcement will be: "Department of Education intruder alert." If the PA cannot be activated from each room location, the nearest classroom phone will be used to contact the main office of the building to alert them to make the announcement. The following steps will be taken immediately:

1. Any students in the hallway will be taken into the nearest classroom. If the event occurs during lunch or during arrival, if the lunch room can be secured, then the cafeteria doors will be locked and students and staff shall remain inside until the "all clear" announcement is issued. If the cafeteria cannot be secured, faculty and staff supervising the arrival or cafeteria will immediately direct all students to the nearest classroom(s) and lock the door.
2. All teachers will lock their classroom doors and will not issue any passes.
3. The Principal, along with the Operations Manager and Security Guard, will conduct a building sweep to locate the intruder.
4. If the intruder is found and the situation is stable or NO intruder is found an ALL CLEAR announcement will be made.

Hostage Situation:

Brilla Public Charter Schools has established the following protocols for responding to a hostage situation:

1. Notification to Principal or his/her designee, NDOO, and School Security guard.
2. Follow the "Intruder Procedure" as outlined in the School Safety Plan.
3. Decision to evacuate to be made by the Principal in consultation with the Operations Manager and School Security guard.
4. Notify the Emergency Center (718) 935-3210. Floor Wardens as per the School Safety Plan should be appointed to each floor to assist in the evacuation.
5. Evacuate the premises following Egress Route(s) outlined in the School Safety Plan.
6. Floor plans are to be readily available in the Principal's Office, library, custodians office, security office and neighboring schools.
7. Identify means of communication with perpetrator(s) via telephone, PAS Phone or PA system.
8. If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the evacuation location as identified in the Safety Plan.
9. Identify location, number and extent of injured. If possible, retrieve the pedigree of victims with home contact numbers and make notifications as necessary.
10. Principal will notify respective Supervisors and arriving agencies, with pertinent and vital information.
11. If building cannot be re-entered the Principal, or his/her designee will contact parents/guardians via recorded call, mass text message, and/or mass email to arrange for early pick-up times for students needing to go home.

Kidnapping:

Brilla Public Charter schools has established the following protocols for responding to kidnapping:

1. Check emergency contact information sheet to ensure that only the legal guardian or authorized pick-ups are taking students out of the building.
2. Notification to Principal or his/her designee and Operations Manager.
3. Contact parent/guardian to ensure that the student is not with relatives or friends.
4. Follow the "Intruder Procedure" as outlined in the School Safety Plan.
5. Check attendance information for the student who is reported kidnapped.
6. Notify the Emergency Center (718) 935-3210.
7. Principal will notify respective Supervisors and arriving agencies, with pertinent and vital information.
8. Contact NYPD/SSD Operations Center at (718) 935-3300 with information.

Designation of District Chief Emergency Officer:

Brilla Public Charter Schools designates the Operations Manager of each school as the District Chief Emergency Officer responsible for coordinating communication between school staff, law enforcement and first responders in ensuring that staff understand the district-level safety plan. The chief emergency officer shall also be responsible for ensuring the completion and yearly updating of building-level emergency response plans.

The District Chief Emergency Officer 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. Ensure staff understand the district-wide school safety plan;
4. Ensure the completion and yearly update of building-level emergency response plans for each school building.
5. Assist in the selection of security related technology and development of procedures for the use of such technology.
6. Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan.
7. Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807.
8. Ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

Conduct of Drills:

Brilla Public Charter Schools has established procedures for the conduct and review of drills and other exercises to test components of the emergency response plan in coordination with local and county emergency responders and preparedness officials. Link to the General Response Protocol [here](#).

Fire Drills: The purpose of fire drills is to instruct and train students and staff in emergency evacuation procedures so that, in the event of an actual emergency, they might leave the school building in the shortest time possible without panic. On hearing the fire signal (three gongs four times), pupils under the leadership of teachers and other staff must go to the street without delay.

Lockdown Drills: The purpose of lockdown drills is to instruct and train students and staff in the emergency procedures so that, in the event of an actual intruder entering the building, they will know what actions to take without panicking in the event of an actual emergency. On hearing the intruder alert signal, "Department of Education lock down announcement," students, under the leadership of staff, must go to the middle of the room and sit on the ground without delay. Staff must immediately lock their doors and cover the windows on their doors. NYPD and school security guards will be included in these drills.

Sheltering-in Place Drills: The purpose of sheltering-in place drills is to instruct and train students and staff in emergency procedures so that, if they are ever prevented from leaving the room for an extended period of time, they will know what actions to take without panicking. Sheltering-in place drills will be practiced in the classrooms with students and staff moving away from the windows. In the case of an actual emergency, local law enforcement/public safety officials will make the determination that staff and students should remain inside during the disaster. NYPD and School Security guards will be included in these drills.

Review of Drills: Following the first fire drill of the school year, the school Operations Manager or his/her designee and the Principal or his/her designee will meet with school security personnel, building staff, and other members of the emergency response team to evaluate the effectiveness of response to the drill. The council will discuss the execution of the previous drills, including the response time, effectiveness of response to novel situations (such as blocked exits), and the level of communication between students, staff, and personnel managing the drill. The council will also create recommendations, as necessary, to improve the execution of future drills or evacuations.

At the beginning of each school year, the Operations Manager or his/her designee and/or the Principal or his/her designee will contact the School Safety Division of the New York City Police Department to schedule a tabletop exercise meeting. This meeting shall include the use of a tabletop simulation or other meeting to determine appropriate coordinated response to likely scenarios outlined in other parts of this plan, as required by law.

Appendix A

This School Safety Plan applies to the following district which are under the Network of Brilla Public Charter Schools.

1. Brilla College Prep – 413 East 144th Street Bronx, NY 10454
2. Brilla College Prep Middle School- 500 Courtlandt Ave, Bronx NY 10451
3. Brilla Veritas – 388 East 146th Street, Bronx NY 10451

School Teams:

District-wide School Safety Team: Quarterly Meeting

1. Chief Operating Officer - Optional or as consult is needed
2. Network Director of Operations- Lead
3. All School Chief Emergency Officers

School Based Safety Committee: Monthly Meeting

1. Operations Manager- Lead
2. One member of the Student Services Team
3. One member of the Leadership Team
4. One Teaching staff
5. One additional overall School Staff member (Optional and dependent on interest and School size)

School Admin Team: Weekly Team Meeting

1. Principal- Lead
2. Assistant Principal
3. Operations Manager
4. Student Services Manager

School Operations Team: Weekly Team Meeting

1. Operations Manager- Lead
2. Operations Coordinator
3. Operations Associate
4. Operations Fellow

School Student Services Team: Weekly Team Meeting

1. Student Services Manager- Lead
2. Social Worker
3. Behavioral Interventionist
4. Learning specialist Team Lead
5. Learning Specialist