



## **Mott Hall Charter School Safety Plan 2024-2025**

The Mott Hall Charter School's building-level Response Plan is developed pursuant to Education Law 2801- a and 8 NYCRR 155-17.

### **INTRODUCTION**

Emergencies in schools must be addressed expeditiously and effectively. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery concerning a variety of emergencies in schools.

### **GOALS**

Our goals in creating and implementing our School SAVE Safety Plan are:

- To create an atmosphere and educate the school community on practices that prevent violence or unsafe conditions
- To implement and execute a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituencies regarding keeping our school safe.
- Plans will include the following (multi-hazard) situations: Fire, Intruder Alert, Bomb scare, Medical Emergency, Gas Leak, and Civil Disturbance, and will include plans for Rapid Dismissal.

### **SCHOOL DATA**

- Total Enrollment:
- Grades: 6th-8th (MS)
- Address: 1260 Franklin Ave.  
Bronx, NY 10456
- Phone: 718-991-9139
- Principal: Ms. Connie Lobdell
- Transportation: MTA Bus or Subway

### **LOCAL POLICE & FIRE DEPARTMENT**

42nd Precinct  
830 Washington Ave.  
Bronx NY, 10451  
718-402-3887

FDNY Engine 92 Ladder 44

1259 Morris Ave  
Bronx NY 10456

#### **SAFETY/EMERGENCY RESPONSE TEAM:**

- Ms. Angeline Rosario - Safety Captain (Annex Sweep Exit 1)
- Mr. Fabio Nunez (Annex Sweep, Exit 2)
- Mr. Raven Baker/ Tashawna Moore (Annex Sweep, Exit 3)
- Mr. Jason Pino (School Yard Sweep)
- Mr. Kevin Opoku (5th classrooms, 4th, and 3rd Bathroom/Nurse Sweep)
- Ms. Jennifer Melendez (E.169th Street Captain)
- Ms. Erica Flores (Franklin Ave-Front of Building)
- Ms. Aniger Oliver (Ground Floor Sweep - Girls bathroom, Exit 9)
- Mr. Kevin Reyes (Ground Floor Sweep - Boys bathroom, gym, lobby)
- Ms. Ryan Wheeler (Auditorium, Ground Floor Sweep - Cafeteria, Exit 8)
- Ms. Connie Lobdell (BRT Member)

#### **SAFETY PREVENTION/INTERVENTION STRATEGIES**

1. Building personnel training (First Aid CPR/ Responding to Emergency)
2. Coordination with Emergency Officials
3. All Staff Annual Training
4. Safety Drills

#### **BUILDING SAFETY (Ops)**

- Exits Postings
- Stairwells
- Lighting
- Alarm/keys

#### **SCHOLAR SAFETY**

- Supported scholar transition
- Speedy response to incidents between scholars
- Supervision of scholars

#### **STAFF SAFETY**

- Staff parking
- Staff belongings
- Personal information (staff/scholar)

**FIRE**  
**DRILL PROCEDURE**

**SIGNAL**: 5 SHORT BELLS RUNG IN A CONTINUOUS CYCLE

**RESPONSE TO FIRE ALARMS:**

- Remain calm, evacuate, and stay with your students.
- Take your class roster with you to the designated evacuation area.
- Once you have reached the designated area, account for all students by taking attendance and report any missing students to the principal.
- Only return to the building when directed by the principal.

**PROCEDURE DURING CLASS TIME**

**PS 63/5th Floor**

**Primary route**

Room 511 egress down staircase D Exit 9

Room 512 egress down staircase E Exit 9

Room 513 egress down staircase F Exit 9

Room 508 egress down staircase F Exit 9

Gymnasium egress out of exit E Exit 8

Cafeteria egress out of exit 7

Auditorium Stage Left egress out of staircase K Exit 7

Auditorium Stage Middle or Stage Right egress out of staircase J Exit 6

Library 3rd-floor egress down staircase C Exit 4

**Secondary route**

Room 511 egress down staircase E or F

Room 512 egress down staircase D

Room 513 egress down staircase D

Room 508 egress down staircase D

Gymnasium egress out of exit 6

Cafeteria egress out of exit 8

Auditorium egress out of staircase D Exit 8 or staircase C Exit 4

3rd-floor egress down staircases D Exit 8

**Main Building/Annex**

**Primary Route**

Room 7,1,2 egress out of exit 2

Room 6,3 egress out of exit 1

Room 5,4 egress out of exit 3

**Secondary Route**

Room 7, 1, 2 egresses out of exit 1  
Room 6, 3 egresses out of exit 3  
Room 5, 4 egresses out of exit 1

### **PROCEDURE DURING P.E.**

The teacher, or supervising adult, stops play, organizes class(es) into silent and orderly lines, and conducts class(es) to the assembly area.

### **PROCEDURE USED BEFORE SCHOOL AND DURING LUNCH & RECESS**

Students WALK to the assigned place in the yard where they meet their teacher before school. Students wait in orderly and silent lines for their teacher, or other supervising adults, to conduct them to their proper assembly area.

### **PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM**

Teachers should be familiar with the assembly area and evacuation route designated for that classroom or area.

#### **Once you have safely exited the building:**

- Scholars exit classrooms and buildings SILENTLY and WALK in orderly lines.
- Scholars evacuate the building following designated routes to the assembly area (see map).
- Walk towards the Boston Road gate
- Walk out of the yard left down Boston Road towards 169th Street.
- The first group out will stop at the C-Town supermarket

**\*\*\*\*NO TALKING IS PERMITTED\*\*\*\***

#### **ADDITIONAL FIRE DRILL REMINDERS:**

- The EMERGENCY FOLDER should accompany the class and be used by the teacher, or supervising adult, to account for all students.
- Check that all students are out of the classroom.
- Check that all exits are clear.
- Close the classroom door. DO NOT LOCK. Later entry may be required.
- In the assembly area, take roll and account for each child.
- Students in classrooms other than their own are to remain with that class until permitted to rejoin their class by both teachers.
- Students remain in orderly and silent lines until given a signal by the teacher.

**\*\*\*\*All School Staff are to participate in all fire drills\*\*\*\***

**Parents, and guests on the grounds during a drill must participate.**

*Adults are reminded that no talking is allowed.*

*Please be good role models for the children.*

## **IF YOU DISCOVER FIRE or SMOKE**

REMEMBER: R.A.C.E.

**Rescue:** Remove anyone from immediate danger

**Alarm:** Notify the office of the fire situation and activate the nearest emergency pull station

**Contain:** Close all doors to confine the smoke and fire

**Evacuate:** Unless otherwise directed, follow the evacuation plan and proceed to the designated safe area outside the building

## **RESPONSE TO AUDIBLE FIRE ALARMS:**

- Remain calm, evacuate, and stay with your students
- Remember to take your class roster with you to the designated evacuation area
- Once you have reached the designated area, account for all students and report any missing students to the principal
- Only return to the building when directed by the principal

## **SHELTER IN PLACE**

This is a precaution aimed at keeping the school community safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

- Close the school. Activate the school's emergency plan.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or the person designated to answer these calls. This room should also be sealed. Communication should be used via walkie-talkie.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, and students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If not in a room, a staff member will bring everyone into the room. Shut and lock the door.
- Take attendance and notify the Dean of any missing persons
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate.

## **SOFT LOCKDOWN PROCEDURES**

A soft lockdown is primarily used in two different scenarios. The first is when conditions exist outside of the school building that could potentially present a threat to the safety of the students and staff. The second is a situation inside the building where the school or local emergency responders need to keep students and staff in their classrooms and away from an incident or activity.

During soft lockdowns, these procedures should be followed:

- Students must move out of sight and maintain silence
- Staff should check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
- Students and staff should move away from sight and maintain silence
- Wait for First Responders to open the door or the “All Clear” message, “The Lockdown has been lifted” followed by specific directions
- Take attendance and account for missing students by contacting the main office.
- No one should enter or leave the building until the soft lockdown has ended.

### **HARD LOCKDOWN PROCEDURES**

A hard lockdown is used when a serious/volatile situation exists that could jeopardize the physical safety of the students and staff. During a hard lockdown, staff members will ignore all bells and fire alarms unless they receive verbal instructions from local emergency responders or the conditions (fire, structural damage, etc.) warrant the evacuation of the area.

During hard lockdowns, these procedures should be followed:

- Students must move out of sight and maintain silence
- Staff should check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
- Students and staff should move away from sight and maintain silence
- Wait for First Responders to open the door or the “All Clear” message, “The Lockdown has been lifted” followed by specific directions
- Take attendance and account for missing students by contacting the main office.
- No one should enter or leave the building until the soft lockdown has ended.

#### **Soft/Hard Lockdown Procedure During P.E.**

In the case of a hard lockdown during the physical education period, if the class is in the gym then the teacher needs to proceed with transitioning scholars into room 102 (Main Office). If the scholars are in the yard for the gym, the teacher needs to exit the schoolyard, turn left and head to a public space (ie. Evacuation Site or a library)

#### **Soft/Hard Lockdown Procedure During Lunch/Recess**

In case of a hard lockdown during the time scholars are eating in the cafeteria, staff should transition scholars to the auditorium. If students are in the schoolyard when a hard lockdown is announced, the teacher/staff should have scholars proceed to the back gate and exit the schoolyard. Once out of the schoolyard, teachers/staff should transition scholars to the library around the corner or report to the Primary Evacuation Site.

## **RELOCATION PROCEDURES**

An evacuation may be necessary whenever it is determined that it is safer outside of the building than inside of the building. In situations where the weather is inclement or students and staff will be required to evacuate for an extended period, an off-campus evacuation may be initiated rather than evacuating to the on-campus location. Conditions requiring an evacuation may include a fire, an explosion, a hazardous material release within the building, or some type of structural failure in the building.

### **Evacuation Sites:**

P.S. 110 (Primary Site)  
580 Crotona Park S, Bronx, NY 10456

P.S. 55 (Secondary Site)  
450 St Pauls Pl, Bronx, NY 10456

### **Relocation Address:**

Library, park, recreation center, nearby neighborhood school.

## **ADDITIONAL SAFETY CONSIDERATIONS RELATED TO COVID-19**

Promoting behaviors that reduce spread:

- Staying home when appropriate
- Educating staff and families about when they/their children should stay home and when they can return to school
- Hand hygiene and respiratory etiquette
- Face coverings/masks
- Providing adequate supplies (e.g., pencils)
- Post signs and messages about behaviors to help reduce the spread

Maintaining Healthy Environments

- Cleaning and disinfecting frequently touched surfaces
- Discourage sharing of objects/physical resources
- Proper ventilation
- Discontinue use of water fountain
- Modified layouts in classrooms (e.g., desks 6 ft apart, desks all in the same direction)
- Use of physical barriers
- Minimal use of communal spaces (e.g., cafeteria, gym)

Maintaining Healthy Operations

- Provide additional protections for staff and students at higher risk
- Limit group events, gatherings, and field trips to virtual events
- Staggered scheduling
- Designated COVID-19 Point of Contact (e.g., school nurse).

Preparing for When Someone Gets Sick

- Advise staff and families of sick students of home isolation criteria
- Isolate those who are sick in the designated location (e.g., nurse's office) and work with families to transport them home
- Clean and disinfect
- Notify health officials and close contacts

## **Post Incident Response Team**

### ***Incident response team***

Building-specific team designated by the building-level emergency response team that includes **appropriate school personnel, medical personnel, mental health counselors, and others** who can assist the school community in coping with the aftermath of a violent incident or emergency in a school.

### **Post Incident Response Team Members**

**Principal** Ms. Connie Lobdell

**Assistant Principal** Ms. Jennifer Melendez

**Operations Manager** Angeline Rosario

**Guidance Counselor** Jason Pino

**School Nurse** Nurse on site