

**District-Wide Safety Plan**  
**Brooklyn Laboratory**  
**Charter Schools**



## 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.

<b>School Information</b>
<b>School Address</b> 77 Sands Street, Brooklyn, NY 11201
<b>School Phone</b> 347-429-8439
<b>Community School District</b> 13
<b>Police Precinct</b> 84 <sup>th</sup> / (718) 875-6811
<b>School Evacuation Site</b> Bridge Park, at the corner of Jay Street and Prospect Street
<b>Hours of Operation</b> 7:30 AM to 5:45 PM
<b>How many floors of the building does this school use?</b> 5

## Building Response Team

The Brooklyn Laboratory Building Response Team will be comprised of, but not 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 makes decisions about how to manage the crisis.	
Name		BRT Role	
Henryetter Signh Leslie Marshall		Assembly Point Coordinator	
Shawn Harris Jeackson Mejia Lashona Chapman Anthony McGriff		Incident Assessor	
Christine Alston Mauren Turner Marcelle Davies-Lashley Olivia Fleurima		Special Needs Coordinator	
Ed Curtis Steven Ramdial Malika Lyons		Emergency Support	
Pierre Charles Robert Catoe		Recorder	
Amarylis Oviedo Elisha Dixon Zamal Nixon Paul Caducci		Search & Rescue	
Jacquelyn Lawrence		Nurse	
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.	
Garland Thomas-McDavid		Chief Executive Officer	(773) 899-2730
Sterling Florant		Chief Operating Officer	(646) 526-7017
Charles Jones		High School Principal	(336) 328-7140
Sarah Breslin		Middle School Principal	(215) 806-5755
Shawn Harris		Director of Culture	(646) 983-5150
Cecile Kidd		Bursuars	(347) 986-9516
84th Precinct		NYPD School Liaison Officers - For emergency support as needed	
PO Patel		(917) 287-0565	
PO Carmona		(917) 224-4018	
PO Pinckney		(917) 513-6085	

## 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 school's approach to creating an environment conducive to teaching and learning, while also addressing scholars' behavioral concerns, is described in detail in the LAB Scholar and Family Handbook.

LAB will ensure that scholars are safe during their transitions to and from school, as well as during the school day through the implementation of the following safety procedures.

### Daily Security Procedures

The Office Manager will ensure on a daily basis:

1. Establishment of the time the building is to be opened and closed.
2. Determination when the administrative designee will be at the switchboard to receive incoming calls and to make emergency calls: 7:30 AM.
3. Classroom doors are open or closed while the scholars are in attendance, but never locked, except in the case of a lockdown.
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 monthly and replacement of materials as soon as possible.
2. Maintenance of a cell phone or walkie-talkie system for the Chief Operating Officer to utilize in the event of 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 at all times, and checked routinely (The school must cooperate with the Fire Department inspections and implement corrective actions immediately).
6. Maintenance of medication storage facilities and records. During an evacuation the designee should, if possible, move the medication to a safe place.

7. Maintenance of a "Back-up" system for important paper and computer files, and storage in duplicate at an off-site secured location, including contact information for both children and staff.

## Arrival Details

**77 Sands Street Arrival:** During arrival and dismissal, the School will have staff located in hallways, the ground floor lobby and front entrance to ensure that students arrive and depart safely, including to monitor safety around the New York City Transit bus stop to enter 77 Sands Street.

Students approaching the school will be greeted with positive remarks by Lab staff members along Sands Street during arrival and dismissal to ensure student safety. The Director of Student Culture and Associate Deans would stand by the main entrance to easily identify scholars, even when their uniform may not be fully visible under winter coats.

In the case of a student with limited mobility, they would take one of the four elevators (elevators 1, 2, and 3 in the first floor plan above, or freight elevator 4) while accompanied and monitored by an adult staff member.

Arrival formally starts at 8:10am and runs until 9:00am. Late arrival starts at 8:45am and runs until 10:00am. Staffing on 77 Sands Street would be reduced after 9am and scholars who arrive past 10am would be buzzed through Stair B and enter through the 2nd floor.

Upon arrival at the front door of the school, students will be greeted by staff member(s), belongings will be scanned and they will check in for attendance. Staff members will be present on each of the landings of the internal staircase to assist with movement of students up the stairs during this arrival window.

## Arrival Timeline

Time	GUIDANCE
7:30 AM - 8:10 AM	<p><b>Operations:</b></p> <ul style="list-style-type: none"><li>● Ensure front of school entrance is clean and clear of debris</li><li>● Ensure breakfast is ready and delivered for scholars at the front</li><li>● Facilities walkthrough, ensuring each space is scholar ready</li></ul> <p><b>Arrival Posts</b></p> <ul style="list-style-type: none"><li>● Approximately 9 staff members are assisting with arrival. Two staff members outside in front of the building on Sands Street greeting and welcoming scholars as they approach the building</li><li>● Two staff member at the 2nd floor receptionist desk</li><li>● One staff member at the 3rd Floor receptionist desk</li><li>● One staff member at the 3rd Floor Internal Staircase Landing</li><li>● One staff member at the 4th Floor Internal Staircase Landing</li><li>● One staff member at the 5th Floor Internal Staircase Landing</li><li>● One staff member located at the Cafeteria to receive scholars</li></ul> <p><i>All arrival staff members report to arrival post by 8:05 am</i></p>

## General Dismissal Procedures

- Day ends at 3:45pm on Mondays, Tuesdays, Thursdays, and Fridays. Afterschool ends at 5:45pm.
- Day ends on Wednesdays at 12:30 pm
- Students remain in homerooms pending calls to transition.
- Transitions occur through the internal staircase.
- Operations support to ensure students are transitioned in sections to prevent crowding.
- Staff members ensure appropriate locations and manage interactions.
- School support staff on call to address parent and community concerns, as needed

## Additional Considerations for Dismissal

- Staggered dismissal waves are dependent upon student participation in a variety of supervised after school activities, or, with School Principals permission, external, non-LAB affiliated after school enrichments (for example, dance classes at a community center.)

## Scholar Absence Notification

- To ensure the safety of our scholars, families will be notified of their scholar's absence from school by 10 AM via a school call/text/email.

## School Visitor Procedure

- All visitors must state the purpose of their visit, as well as the entity and individual whom they are visiting.
- A member from the operations teams will verify the visitor by requiring a picture ID and will use the ID to fill the visitor's information into the sign-in log, return the ID to the visitor, and require the visitor's signature on the sign-in log. A member from the operations teams will notify relevant parties of their visitors.
- A member from the operations teams will give the visitor a LAB Visitor's Pass and direct them to the appropriate visitor waiting location: 77 Sands Street (2nd floor media lounge),

## 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 a minimum 6 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, in order 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 and phone numbers, student and staff attendance for the day, as well as contact information for the building owners and the school's board of trustees.
- The emergency evacuation site will be within walking distance from the school building, 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) in order 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, as well as 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 as makes most sense at the time:

- School Intercom
- School Phone system
- Cell Phones of School Safety Team and staff
- Walkie-Talkies (supplied to School Safety Team members)
- Bull Horns
- Whistles
- E-mail
- Text messaging/Slack
- Local media

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 will notify all building occupants to take appropriate protective action

Upon the occurrence of a violent incident, the Chief Operating Officer, Principals or Director of Culture will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School “Emergency/Safety” Binder in the Main Office. The Chief Operating Officer will also have both hard and soft copies of this document on file in their office.

In the event of a disaster or violent act, as necessary, the the Chief Operating Officer, Principals or Director of Culture will also notify all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication, and will call 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 the event of an emergency. This information is kept electronically as well as in paper format. 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 make use of all available school landlines. The school also maintains a website ([www.bklabprepl.org](http://www.bklabprepl.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 a variety of reasons. These reasons may include inclement weather, union workforce strikes, acts of war, terrorism, or any other situation where the administration of the school feels students and/or staff members are in danger. LAB will utilize a variety of strategies to inform the public of any school closings, including posting this information on the school's website, sending emails/text messages and calling caregivers of students when possible.

## Early Dismissal

An early dismissal may arise in case of an unforeseen emergency 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. Scholars will freeze, stop talking, and listen for the teacher's directions when the alarm sounds.
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 their 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/or 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 there is another teacher present (instructional assistant or specialist), 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 and 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 evacuation is complete and will be posted at the corner of Jay Street and Sands St., managing traffic and assisting staff and students as they cross the street towards the meeting point at the intersection of Jay Street and Prospect.
9. Once a class reaches their designated evacuation area, teachers will do another headcount of students.
10. A member of the operations staff brings the Emergency Contact Binder outside. They will be posted on Jay Street to direct evacuating classes, oversee the evacuation on the sidewalk, and time the procedure.
11. At the beginning of the year, the roles of floor captains will be assigned to non-instructional staff members. These positions will have an alternate in case of an absence. Each floor will have a designated captain who is 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 that all students have been accounted for.
13. Everyone is to remain in place until the all clear is given. Once the all clear is given, 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 class.
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 make sure 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 at either campus, the unaffected campus will serve as a meeting point

from which parents can pick up their scholars. This would be our Chapel campus located on 40 Flatbush Ave, Brooklyn NY 11201.

### Confirming Evacuation Completeness:

The designated sweepers will sweep each floor and ensure that all people are evacuating 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 in order 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 in order to inform parents of what has occurred.

### Intruder

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

Operations staff will then notify: 1) Authorities 2) Chief Executive Officer 3) The Landlord 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 in order to gauge the progress of the situation. If possible and deemed necessary, phone calls to parents will be made by auxiliary staff to inform them of the situation. This would help with parents arriving at the building expecting to pick up their child and then not being allowed in (due to the building being on “lockdown”). The school’s website will also be updated (if possible) to include pertinent information.

### 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 into classrooms. Adult staff will attempt to secure food and drink from the kitchen if safety permits. 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 in order to gauge the progress of the situation. Attempts to inform the local media will be made in order to communicate with parents. If possible and deemed necessary, phone calls to parents will be made by auxiliary staff to inform them of the situation. This would help with parents arriving at the building

expecting to pick up their child and then not being allowed in (due to the building being in “lockdown”). The school’s website will also be updated (if possible) to include pertinent information.

### 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 to inform the local media will be made in order to communicate with parents. If possible and deemed necessary, phone calls to parents will be made by auxiliary staff 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.

### School Bus Accident

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

### Bomb Threat

All personnel who are charged with answering school phones regularly will follow the following procedures when receiving a threatening phone call:

- Keep the caller on the phone as long as possible and do not hang up
- Write down the caller id number (if possible) and the exact time of the call
- Signal someone to alert a building administrator or designee
- Write down everything the caller said
- Make an educated guess as to the caller’s sex, age, race, and accent
- Identify any background noises
- Even after the call hangs up, keep the phone off the hook so the police can trace the call
- Discuss this matter only with administrators to ensure that misinformation does not cause panic.

The Network Safety Team will then make the decision to evacuate the building via the “fire” warning system. Local authorities will be called. In the event of threats posted to social media or other websites, the team will consult with local authorities to determine the level of the threat, and make evacuation decisions accordingly.

### 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. LAB administrators will be notified of any implied or direct threat as soon as possible by staff involved in the situation. 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 be called as well. This situation would be monitored and plans adjusted as necessary.

LAB has determined that an implied threat will include any statement or action that can be 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 training programs for all staff 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 will diffuse any conflicts between adults in the building, and the leadership of the school will determine if authorities need to be involved.

#### Acts Of Violence

LAB staff members will make every effort possible to diffuse any situation where an act of violence is possible. LAB administrators will be notified of any act of violence as soon as possible by staff involved in the situation.

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 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 will diffuse any conflicts between adults in the building, and the leadership of the school will determine if authorities need to be involved.

#### Medical Emergency

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

- Code Blue emergencies are reported in person or by phone to the Main Office.

- The caller must provide the location of the emergency, the name of the victim (if known), and the nature of the emergency. For example, “Hello, this is Ms. Smith; there is a Code Blue emergency in the Multipurpose Room. I repeat, there is a Code Blue emergency in the Multipurpose Room. The student’s name is John Doe. He is bleeding severely.”
- Immediately following the announcement, a member from the Building Response Team will call 911.
- Immediately upon notification, a member from the Building Response Team will make an announcement on the school’s intercom; for example: “Attention, Code Blue in the Multipurpose Room. Attention, Code Blue in the Multipurpose Room.”
- The school wide announcement will alert the LAB Building Response Team who will immediately go to the location of the emergency and take appropriate next steps.
- A member of the operations staff will contact the Security Guard, who will limit incoming visitors to the school to emergency personnel and the victim’s family.
- The Security Guard will provide approved visitors with a school map and directions to the location of the emergency situation. No other visitors will be permitted to enter the building.

### 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.

### Important Contact Information

#### NYPD

84<sup>th</sup> Precinct  
 301 Gold Street  
 Brooklyn, NY 11201  
 (718) 875-6811

#### FDNY

Engine 207 Ladder 110  
 172 Tillary Street  
 Brooklyn, NY 11201  
 General FDNY number: (718) 999-2000

Brooklyn Hospital Center  
121 Dekalb Avenue  
Brooklyn, NY 11201-5493  
(718) 250-8000

Poison Control Center  
(800) 222-1222

#### Local media

Radio, WINS 1010 Phone Number: (212) 315-7023  
Radio, WBLS Phone Number: (212) 545-1075, (212) 447-5211  
Radio, WCBS Phone Number: (212) 975-2127

Radio, Talk Radio NY:  
Television, WABC 7 Phone Number: (212) 456-7000  
Television, WNYW 5 Phone Number: (212) 247-0723

NYCDOE, Charter Schools Office  
New York City Department Of Education, Charter Schools Office  
52 Chambers Street  
New York, NY 10007  
Phone: (212) 374-7623  
Fax: (212) 374-5581  
<http://schools.nyc.gov/community/planning/charters/default.htm>

## 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 the recovery stage of any incident, 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.